

**On approval of the list of standard documents produced during the work of governmental and non- governmental organizations, specifying the storing date**

*Unofficial translation*

Order Acting Minister of Culture and Sport of the Republic of Kazakhstan of September 29, 2017 № 263. Registered with the Ministry of Justice of the Republic of Kazakhstan of November 18, 2017 № 15997.

**Unofficial translation**

Under sub-paragraph 2-3) of paragraph 2 of Article 18 of the Law of the Republic of Kazakhstan “On the National Archive Fund and Archives” **I HEREBY ORDER:**

**Footnote. The Preamble - as reworded by Order of the Minister of Culture and Sports of the Republic of Kazakhstan № 93 dated 12.04.2022 (shall be put into effect ten calendar days after the date of its first official publication).**

1. To approve the attached list of model documents produced by governmental and non-governmental organizations, specifying the storing date

2. To recognize as invalid the Order № 22 of the Minister of Culture and Sport of the Republic of Kazakhstan dated January 26, 2015 "On approval of the list of standard documents produced during the work of governmental and non-governmental organizations, specifying the storing dates (registered in the Register of State Registration of Regulatory Legal Acts № 10345, published on March 10, 2015 in "Adilet" legal information system).

3. The Department of Archives and Documentation of the Ministry of Culture and Sport of the Republic of Kazakhstan according to the Legislation shall:

1) ensure state registration of this order in the Ministry of Justice of the Republic of Kazakhstan;

2) within ten calendar days from the date of the State registration of this order, send its copy both in the Kazakh and Russian languages to the Republican State Enterprise on the Right of Economic Management of the "Republican Center for Legal Information" in paper and electronic form, certified by electronic digital signature of the person authorized to sign this order, for official publication inclusion in the Reference Control Bank Regulatory Legal Acts of the Republic of Kazakhstan

3) within two working days after its official publication place this order on the Internet resource of the Ministry of Culture and Sport of the Republic of Kazakhstan;

4) within ten working days after the state registration of this order submit the information to the Ministry of Justice of the Republic of Kazakhstan to the Legal Department of the Ministry of Culture and Sport of the Republic of Kazakhstan on the execution of measures provided by this paragraph.

4. Control over the execution of this order shall be entrusted to the Supervising Vice-Minister of Culture and Sport of the Republic of Kazakhstan.

5. This order shall be enforced from 1 December 2017 and from the date of its official publication.

*Acting*

*Minister of Culture and Sport  
of the Republic of Kazakhstan*

*A. Batalov*

"AGREED" Minister of Information and Communication of the Republic of Kazakhstan \_\_\_\_\_ D. Abaev dated October , 2017

"AGREED"  
Deputy Prime Minister of the Republic of Kazakhstan –  
Minister of Agriculture of the Republic of Kazakhstan  
\_\_\_\_\_ A. Myrzahmetov  
dated November 10, 2017

"AGREED"  
Minister of Justice of the Republic of Kazakhstan \_\_\_\_\_  
\_\_\_\_\_ M. Beketaev dated October 23, 2017

"AGREED"  
General Prosecutor of the Republic of Kazakhstan \_\_\_\_\_  
\_\_\_\_\_ Zh. Asanov dated October 19, 2017

"AGREED"  
Minister of Education and Science of the Republic of Kazakhstan  
\_\_\_\_\_ E. Sagadiev dated October 9, 2017

"AGREED"  
Minister of Healthcare the Republic of Kazakhstan \_\_\_\_\_ Y. Birtanov dated October 11, 2017

"AGREED" Minister for Religious and Civil Society Affairs of the Republic of Kazakhstan \_\_\_\_\_ N. Yermekbaev dated October 5, 2017

"AGREED" Minister of Labor and Social Protection of Population of the Republic of Kazakhstan \_\_\_\_\_  
\_\_\_\_\_ T. Duisenova dated October 10, 2017

"AGREED" Chairman of the Supreme Court of the Republic of Kazakhstan  
\_\_\_\_\_ K. Mami "\_\_\_" \_\_\_\_\_ 2017

"AGREED" Minister for Investment and Development of the Republic of Kazakhstan \_\_\_\_\_ Zh. Kasymbek dated October 13, 2017

"AGREED" Minister of Finance of the Republic of Kazakhstan \_\_\_\_\_ B. Sultanov November 3, 2017

"AGREED" Minister of Defense of the Republic of Kazakhstan \_\_\_\_\_ S. Zhasuzakov "\_\_\_" \_\_\_\_\_ 2017

"AGREED" Minister of Defense and Aerospace Industry of the Republic of Kazakhstan  
\_\_\_\_\_ B. Atamkulov dated October 6, 2017

"AGREED" Head of State Security Service of the Republic of Kazakhstan  
\_\_\_\_\_ A.Kurenbekov dated October 30, 2017

"AGREED" Chairman of the Agency of the Republic of Kazakhstan for Civil Service Affairs and Anti Corruption \_\_\_\_\_ K. Kozhamzharov dated October 20, 2017

"AGREED" President's Affairs Administration of the Republic of Kazakhstan \_\_\_\_\_ A. Bisembaev dated November 10, 2017

"AGREED" Minister of Foreign Affairs of the Republic of Kazakhstan  
\_\_\_\_\_ K. Abdrahmanov dated October 16, 2017

"AGREED" The Chairman of the National Security Committee of the Republic of Kazakhstan \_\_\_\_\_  
\_\_\_\_\_ K. Massimov dated October 5, 2017

"AGREED" Minister of National Economy of the Republic of Kazakhstan \_\_\_\_\_ T. Suleimenv dated October 31, 2017

"AGREED" Minister of Internal Affairs of the Republic of Kazakhstan \_\_\_\_\_ K. Kassymov dated October 6, 2017

"AGREED" Minister of Energy of the Republic of Kazakhstan \_\_\_\_\_ K. Bozumbaev dated October 16, 2017

"AGREED" Chairman of the Accounting Committee for Control over Execution of Republican Budget of the Republic of Kazakhstan  
\_\_\_\_\_ H. Abdibekov dated October 17, 2017

"AGREED" Acting  
Chairman of the Supreme  
Court of the Republic of  
Kazakhstan \_\_\_\_\_

A. Rahmetulin dated "AGREED" Acting Secretary of Defense of the  
 October 19, 2017 Republic of Kazakhstan \_\_\_\_\_ M. Maikeev  
 dated October 27, 2017

Approved by order  
 of the acting  
 Minister of Culture and Sports  
 of the Republic of Kazakhstan  
 № 263 dated September 29, 2017

**List of standard documents originating from governmental and non-governmental organisations, with specification of the retention period**

Footnote. The list - as reworded by Order of the Minister of Culture and Sports of the Republic of Kazakhstan № 184 dated 11.07.2022 (shall take effect ten calendar days after the date of its first official publication); as amended by the orders of the Minister of Culture and Sports of the Republic of Kazakhstan dated 29.06.2023 № 157 (shall be put into effect upon the expiration of ten calendar days after the day of its first official publication); dated 15.05.2024 № 190-HK (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

Paragraph number	Type of document (including electronic documents certified by electronic digital signature)	Document retention period	Note
1	2	3	4
1. Organisation of the management system			
1.1. Standard-setting and regulatory activities			
1	Legislative acts (laws amending and supplementing the Constitution of the Republic of Kazakhstan, constitutional laws, codes, consolidated laws, laws, resolutions of the Parliament of the Republic of Kazakhstan, resolutions of the Senate and Majilis of the Parliament of the Republic of Kazakhstan)	Constantly	Paper documents and identical electronic documents.
2	Subordinate regulations: 1) by place of adoption	Constantly	Paper documents and identical electronic documents.
	2) by place of national registration	5 years	Electronic documents*.
3	Draft legislative and sub-legislative acts: 1) by place of drafting;	Constantly	Electronic documents*.
	2) by place of agreement;	3 years	Electronic documents*.

	3) by place of adoption	Constantly	Paper documents and identical electronic documents.
4	Plans for the preparation of draft regulations (prospective and current ones): 1) by place of approval;	5 years	Electronic documents*.
	2) by place of drafting and approval	3 years	
5	Executive Orders of the President of the Republic of Kazakhstan, Prime Minister of the Republic of Kazakhstan	Constantly	Paper documents and identical electronic documents.
6	Instructions of the President of the Republic of Kazakhstan, the Chairmen of the Chambers of the Parliament of the Republic of Kazakhstan and their deputies, the Secretary of State of the Republic of Kazakhstan, the Head of the Administration of the President of the Republic of Kazakhstan and documents for their execution (letters, certificates, conclusions and other documents): 1) at the place of development and approval;	Constantly	Paper documents and identical electronic documents. In cases where the responsible executors are all government bodies (organizations) specified in the instruction, then the documents on the execution of the instruction shall be provided to the Administration of the President of the Republic of Kazakhstan by them on paper and electronic documents identical to them.
	2) in other organizations	Constantly	Electronic documents*
7	Instructions of the Prime Minister of the Republic of Kazakhstan, Deputy Prime Ministers of the Republic of Kazakhstan, Deputy Heads of the Administration of the President of the Republic of Kazakhstan, Head of the Government Office and his deputies and documents for their execution	Constantly	Electronic documents*.
8	Instructions from the heads of public authorities and documents on their execution	Constantly	Electronic documents*.

9	Instructions from management to structural units and documents for their execution	5 years	Electronic documents*.
10	Initiative proposals presented to public authorities, development documents	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
11	Documents on the establishment of special economic zones	Constantly	Electronic documents*.
12	Non-regulatory legal acts (orders and directives) of the head of the organization: 1) for the main (production) activities;	Permanent	Documents in paper form and identical electronic documents.
	2) on personnel matters (regarding hiring (appointment, enrollment for study), dismissal (expulsion), transfer);	75 years, with transfer to the Expert-Permanent Commission (EPC)	Documents in paper form and identical electronic documents.
	3) on personnel matters (regarding business trips, leaves, rewards, professional development, imposition and removal of disciplinary actions, certification, education, conferment of ranks (titles), name changes (patronymics), awards, salary, bonuses, payments, and allowances);	5 years, with transfer to the Expert-Permanent Commission (EPC)	Electronic documents. *
13	Grounds for non-legislative acts of the head of the organisation and documents thereto	1 year	Electronic documents*. Statements for non-legislative acts on personnel - in hard copy.
14	Documents on the implementation of non-legislative acts of the head of the organisation	3 years	Electronic documents*.
	Minutes, decisions, recommendations, conclusions, transcripts (audio-visual recordings), and documents to them (certificates, conclusions, reports, and other documents): 1) meetings convened by the President of the		

<p>Republic of Kazakhstan, the leadership of the Administration of the President of the Republic of Kazakhstan, meetings of consultative and advisory bodies under the President of the Republic of Kazakhstan, the Constitutional Court of the Republic of Kazakhstan, the Security Council of the Republic of Kazakhstan, the Supreme Judicial Council of the Republic of Kazakhstan, the Council for Management of the National Fund of the Republic of Kazakhstan, the Assembly of the people of Kazakhstan;</p>	<p>Constantly</p>	<p>Paper documents and identical electronic documents</p>
<p>2) meetings of the Parliament of the Republic of Kazakhstan and its chambers, standing committees and commissions of the chambers of the Parliament of the Republic of Kazakhstan, consultative and advisory bodies under the Parliament of the Republic of Kazakhstan and its chambers;</p>	<p>Constantly</p>	<p>Paper documents and identical electronic documents</p>
<p>3) meetings of the Government of the Republic of Kazakhstan, consultative and advisory bodies under the Government of the Republic of Kazakhstan, meetings of the Prime Minister of the Republic of Kazakhstan and his deputies, the Head of the Government Office of the Republic of Kazakhstan;</p>	<p>Constantly</p>	<p>Electronic documents*.</p>
<p>4) meetings of the Central Election Commission of the Republic of Kazakhstan, territorial, district and precinct election commissions;</p>	<p>Constantly</p>	<p>Paper documents and identical electronic documents</p>

5) meetings of republican state commissions, public councils, standing commissions, collegiums, and other consultative and advisory bodies;	Constantly	Paper documents and identical electronic documents
6) meetings of sessions of the maslikhat and its bodies , permanent and temporary commissions of the maslikhat;	Constantly	Paper documents and identical electronic documents
7) meetings of the Republican Budget Commission, budget commissions of the region, cities of republican significance, the capital, district (city of regional significance);	Constantly	Paper documents and identical electronic documents
8) general meetings of shareholders, boards of directors of joint-stock companies, founders ( participants) of business partnerships;	Constantly	Electronic documents*. If appropriate information systems are available.
9) commissions, councils, collegial, executive and consultative bodies of the organization;	Constantly	Electronic documents*. If appropriate information systems are available.
10) working groups, temporary commissions of the organization;	3 years	Electronic documents*.
11) general meetings ( conferences) of the organization's employees;	Constantly	Electronic documents*.
12) public hearings;	Constantly	Electronic documents*.
13) meetings (gatherings) of citizens;	5 years ERC (Expert Review Commission)	Paper documents and identical electronic documents
14) staff (operational) meetings with the head of the organization;	3 years ERC	Paper documents and identical electronic documents
15) meetings of employees of structural subdivisions of the organization	Until the need passes	Electronic documents*.

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Documents on holding international, republican, branch congresses, symposiums, congresses, conferences, meetings, seminars, contests, jubilee, celebrations and other events

Constantly



			identical electronic documents.
17	Regulatory documents on standardization and technical regulation: 1) at the place of development and approval;	Constantly	Paper documents and identical electronic documents
	2) in other organizations	Before replacing with new ones	Paper documents and identical electronic documents
18	Recommendations (including methodological ones), guidelines, leaflets	5 years	Electronic documents*.
19	Draft recommendations (including methodological ones) of rules, instructions, guidelines, leaflets and documents for their development	1 year	Electronic documents*.
20	Correspondence with the President of the Republic of Kazakhstan, the Chairmen of the Chambers of the Parliament of the Republic of Kazakhstan and their deputies, the State Secretary of the Republic of Kazakhstan, the Head of the Executive Office of the President of the Republic of Kazakhstan	Constantly	Paper document and identical electronic documents.
21	Correspondence with the Prime Minister of the Republic of Kazakhstan, Deputy Prime Ministers of the Republic of Kazakhstan, Deputy Heads of the Administration of the President of the Republic of Kazakhstan, Head of the Government Office and his deputies	Constantly	Electronic documents*.
22	Correspondence with higher governmental authorities, higher organisations in the main areas of activity	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
23	Correspondence with dependent (subordinate) organisations, territorial	5 years EXPERT REVIEW COMMISSION	Electronic documents*.

	bodies and other organisations in the main areas of activity		
24	Documents on the main activities of the organisation	10 EXPERT REVIEW COMMISSION	Electronic documents*.
25	Documents on organisational issues related to the organisation's activities	5 years	Electronic documents*.
1.2. Control			
26	Schedules of inspections	3 years	Electronic documents*. Semi-annual consolidated inspection schedules – constantly.
27	Documents on the conduct and results of state control and supervision, measures to eliminate identified violations	5 years ERC	Paper documents and identical electronic documents
28	Logs, books of record (registration) of visits and inspections, audits, surveys, their decisions, determinations, prescriptions, acts, conclusions	5 years	Electronic documents*.
29	Enquiries of deputies of the Senate of the Parliament of the Republic of Kazakhstan, Majilis of the Parliament of the Republic of Kazakhstan, local representative bodies and documents on their consideration	Constantly	Electronic documents*.
30	Appeals, messages, proposals, responses and requests of individuals and legal entities, documents on their consideration	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
31	Documents on the status of work on consideration of appeals, communications, proposals, feedback and requests of individuals and legal entities	5 years	Electronic documents*.
	Books, logs, cards (databases) of registration of reception of individuals, representatives of legal		Electronic documents*.

32	entities, registration and control of execution of appeals of individuals and legal entities	5 years	If there are appropriate information systems.
33	Documents of the ethics commissioner	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
1.3. Audit and financial control			
34	Documents on the conduct, results of the state audit by the state audit and financial control authorities and measures to eliminate identified violations	Constantly	Paper documents and identical electronic documents. For internal inspections of the organisation– 5 years EXPERT REVIEW COMMISSION.
35	Criteria (system of indicators) for the activities of organisations for which their financial and accounting statements are subject to mandatory audit	Constantly	Paper documents and identical electronic documents.
36	Standards, methods of auditing 1) at the place of development and approval	Constantly	Electronic documents*.
	2) in other organizations	Before replacing with new ones	Electronic documents*.
37	Audit service agreements	5 years	Paper documents and identical electronic documents. Once the contract has been expired.
1.4. Organisational bases of management			
38	Lists by main areas of the organisation's activities	Constantly	Electronic documents*. Held by the entity responsible for the list's maintenance. If there are appropriate information systems.

Documents on state (accounting) registration (re-registration), state registration of changes and additions made to the constituent documents of legal entities (decision to create an organization, application (notification) on state (accounting) registration, constituent and title documents, receipt or other document confirming payment to the budget of a fee for state (accounting) registration of legal entities, their branches (representative offices), protocols and other documents)

Constantly

Paper documents and

			identical electronic documents
40	Documents on deregistration of legal entities (application for deregistration, decision, document confirming the publication in official printed publications of the Ministry of Justice of information on the liquidation of legal entities, the procedure, and terms for filing claims by creditors, receipt or other document confirming payment to the budget of a registration fee for state registration of termination the activities of a legal entity, with the exception of legal entities that are small and medium-sized businesses and other documents)	Constantly	Paper documents and identical electronic documents
41	Documents on registration with the tax authority, registration and deregistration with the tax authority	5 years	Electronic documents*. After removal from the register.
42	Certificates (acts) for the right of ownership, possession, use of property, registration (re-registration) of firm names, trademarks	Constantly	Electronic documents*.
43	Correspondence on the issues of establishing ownership rights, possession, use of property of legal entities and individuals	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
44	Documents for issuing a certificate (deed) for the right of ownership, possession, use of property	Constantly	Electronic documents*.
45	Documents on fixing the boundaries of administrative-territorial units	Constantly	Paper documents and identical electronic documents.

46	List of residential areas	Constantly	Paper documents and identical electronic documents.
47	Documents on addresses assigned to newly constructed facilities	Constantly	Paper documents and identical electronic documents.
48	Charters, constituent agreements, regulations on legal entities (branches, representative offices)	Constantly	Paper documents and identical electronic documents
49	Regulations, instructions, rules (including labour regulations) of the organisation: 1) by place of development and approval;	Constantly	Paper documents and identical electronic documents.
	2) in other organisations	5 years	Electronic documents*.
50	Provisions on collegial, consultative and advisory (expert, scientific, methodological and other) bodies of the organisation	Constantly	Paper documents and identical electronic documents. Directed for information and guidance – Until no longer needed.
51	Powers of attorney issued by the head of the organisation to represent the interests of the organisation	3 years	Paper documents and identical electronic documents. After the validity period has expired.
52	The basic structure of local public administration: 1) by place of development and signing;	Constantly	Paper document and identical electronic documents.
	2) in other organisations	Until no longer needed	Electronic documents*.
53	Lists of public institutions, territorial bodies and subordinate organisations	Constantly	Electronic documents*.
54	Documents on improvement of the management system (plans, justifications, calculations and other documents): 1) by place of development and signing;	Constantly	Paper document and identical electronic documents.
	2) in other organisations	Until no longer needed	Electronic documents*.
55	Organisational staffing tables and amendments thereto	Constantly	Paper documents and identical electronic documents.
56	Staffing (staffing levels of employees)	5 years	Electronic documents*.

57	Documents on the secondment of the organisation's employees	5 years	Electronic documents*.
58	Nomenclature of employees' positions	5 years	Paper document and identical electronic documents. After replacing the new one.
59	Calculations of post limits	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
60	Contracts with members of collegial, executive and other authorities of legal entities	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents. Once the contract has been expired.
61	Transfer and acceptance certificates, annexes thereto, drawn up in case of change of the head of the legal entity and officials, responsible and materially liable persons	5 years	Paper documents and identical electronic documents. Upon replacement of the official, responsible, accountable and materially liable person.
62	Documents presented by structural subdivisions to the management of the legal entity	5 years	Electronic documents*.
63	Documents on administrative and organisational activities of the organisation	3 years	Electronic documents*.
64	Documents on the history of the organisation and its divisions	Constantly	Electronic documents*.
65	Licensing documents and their duplicates	5 years EXPERT REVIEW COMMISSION	Electronic documents*. Types of documents for specific areas of activities shall be specified by the laws of the Republic of Kazakhstan. After the end of the licence.
66	Databases, lists, registers, registration logs of licences, permits and notifications	Constantly	Electronic documents*. Stored by the organisation responsible for maintaining databases, lists, registers.
67	Rules for the delivery of public services	Constantly	Electronic documents*.
68	Documents on monitoring the provision of public services	10 years ERC	Electronic documents*.
69			Electronic documents*. Upon termination of

	Documents on passing accreditation	5 years EXPERT REVIEW COMMISSION	accreditation. Minutes, decisions – Constantly.
70	Provisions on accreditation of a legal entity engaged in certification of organisations	Constantly	Electronic documents*.
71	Logs, books of registration of issuance of accreditation documents	5 years	Electronic documents*.
72	Certification documents	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents. After the validity period of the certificate has expired.
73	Documents on the conduct of conformity certification procedures and declarations of conformity	10 years	Paper documents and identical electronic documents. After the certificate expires .
74	Contracts for voluntary compliance verification	5 years	Paper documents and identical electronic documents. Once the contract has been expired.
75	Register of issued certificates of conformity and declarations of conformity	10 years	Electronic documents*.
76	Register of holders of shares of companies, extracts from the register	Constantly	Electronic documents*.
77	Lists of security holders	Constantly	Electronic documents*.
78	Lists of affiliates	Constantly	Electronic documents*.
79	Lists of persons eligible for dividends, lists of persons entitled to participate in the General Meeting of Shareholders	Constantly	Paper documents and identical electronic documents.
80	Powers of attorney (copies of powers of attorney) for participation in the General Meeting of Shareholders	5 years	Paper documents and identical electronic documents. After attending the meeting.
81	Documents on acceptance-transfer of shares (blocks of shares)	Constantly	Paper documents and identical electronic documents.
82	Obligatory offer to acquire shares of the joint-stock company, as well as other equity securities	5 years EXPERT REVIEW COMMISSION	Paper document and identical electronic documents. For transactions in shares and other securities owned by the state– on a constant



	convertible into shares of the joint-stock company with enclosed documents		basis as part of the integrated cases for the sale of state property.
83	Competing securities tender offer with enclosed documents	5 years EXPERT REVIEW COMMISSION	Paper document and identical electronic documents. For transactions in shares and other securities owned by the state– on a constant basis as part of the integrated cases for the sale of state property.
84	Documents on the right to demand redemption of securities	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents. For transactions in shares and other securities owned by the state– on a constant basis as part of the integrated cases for the sale of state property.
85	Documents on transactions with shares and other securities	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents. Those owned by the state – on a constant basis as part of the integrated cases for the sale of state property.
86	Sale and purchase agreements for shares and other securities	Constantly	Paper documents and identical electronic documents.
87	Transfer instructions confirming the transfer of a block of shares and other securities	Constantly	Paper documents and identical electronic documents.
88	Logs, books of record of transactions with shares and other securities, issuance of extracts from the list of shareholders	5 years	Electronic documents*.
89	Provisions on shared ownership	Constantly	Paper documents and identical electronic documents.
90	The issuer's reports: 1) for the 1st quarter of the fiscal (reporting) year;	Constantly	Paper documents and identical electronic documents.
	2) for the 2nd-4th quarters of the fiscal (reporting) year	5 years	Paper documents and identical electronic documents. If there are no reports for the 1st quarter – constantly.

91	Documents on corporisation	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
92	Resolutions on the issue (additional issue) of securities, prospectuses (issue prospectuses) of securities, amendments and /or additions to resolutions on the issue (additional issue) of securities, reports on the results of the issue (additional issue) of securities	Constantly	Paper documents and identical electronic documents.
93	Messages comprising data subject to disclosure on the securities market	3 years	Electronic documents*. In case of disputes, disagreements, criminal and judicial proceedings - retained until a final decision is reached.
94	Statements of professional securities market participants on amendments to the data on the organisation and on participation in court proceedings in which the organisation acted as a defendant: 1) at the place of preparation;	Constantly	Paper documents and identical electronic documents.
	2) at the place of submission	3 years	Paper documents and identical electronic documents.
95	Documents on bankruptcy cases	Constantly	Paper documents and identical electronic documents. The full range of document types shall be specified by the laws of the Republic of Kazakhstan. On completion, the documents shall be transferred by the liquidation commission to the archives of the liquidated organisation in the relevant state archive.
96	Rehabilitation case files	Constantly	Paper documents and identical electronic documents. The full range

			of document types shall be specified by the laws of the Republic of Kazakhstan.
97	Documents on the sale of property, assets of the debtor organisation	Constantly	Paper documents and identical electronic documents. Movable property (furniture, vehicles, office equipment and other property) – 5 years EXPERT REVIEW COMMISSION.
98	Documents on public-private partnerships	Constantly	Electronic documents*.
1.5. Legal support of the organisation's activities and proceedings on civil, criminal cases and cases on administrative offences			
99	Documents on compliance with legislation, conflicts, disputes and other legal issues	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
100	Documents presented to law enforcement agencies, courts	5 years	Electronic documents*. After the final decision has been made.
101	Judicial acts on administrative, civil, criminal, administrative cases, and cases of administrative offenses	Constantly	A paper document and electronic documents identical to it.
102	Acts of law enforcement agencies	Constantly	Paper documents and identical electronic documents.
103	Correspondence with public authorities, courts on legal support issues	5 years	Electronic documents*.
104	Contracts, agreements on rendering legal assistance	5 years EXPERT REVIEW COMMISSION	Paper document and identical electronic documents. Once the contract, agreement has been expired.
105	Documents on legal expertise of draft legal acts	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
106	Administrative offence documents	5 years	Electronic documents*.
107	Documents on providing legal training in the organisation	3 years	Electronic documents* .
108	Documents on the organisation and status of legal work	5 years EXPERT REVIEW COMMISSION	Electronic documents*.

109	Correspondence on legal issues and clarification of legislative norms	3 years	Electronic documents*.
110	Court case files	5 years EXPERT REVIEW COMMISSION	Electronic documents*. After the final decision has been made.
111	Documents on claims and litigation work	5 years EXPERT REVIEW COMMISSION	Electronic documents*. After the final decision has been made.
1.6. Supporting documentation and organising the storage of documents			
112	Industry-specific list of documents with retention periods	Constantly	Electronic documents*.
113	Standard (exemplary) nomenclatures of cases	Constantly	Paper documents and identical electronic documents.
114	Nomenclature of the organisation's files	Constantly	Paper document and identical electronic documents. File registers of structural units - until replaced with new ones, but not earlier than 3 years after the transfer of files to a departmental (private) archive or the destruction of the files accounted for under the file registers.
115	Acts on allocation for destruction: 1) spoilt, unused copies of printed and stationery products with the image of the National Emblem of the Republic of Kazakhstan;	1 year	Paper documents and identical electronic documents.
	2) seals, stamps with the image of the National Emblem of the Republic of Kazakhstan;	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
	3) document security features	1 year	Electronic documents*.
	4) cases, logs (books) and filing cards	Constantly	Paper documents and identical electronic documents.
	5) documents and other documentary materials marked "For Official Use", "Confidential" and unclassified ones	5 years	Paper documents and identical electronic documents.
	6) documents and other documentary materials		

	labelled as “Of Special Importance”, “Highly Classified” and “Classified”	10 years	Paper documents and identical electronic documents.
116	Documents (correspondence, action plans, accounting, storage and handling of documents, issues of placement of secure premises and their equipment, registration and providing access and access to information of special importance, access to familiarization with documents, commissioning of secure premises) on the protection of state secrets in state and non-state organizations	5 years ERC	Paper documents and identical electronic documents. For admission and access to information of particular importance - after the dismissal of an employee. For documents on the commissioning of a secure premise - after excluding the premise from the list of secure premises
117	Documents on declassification and extension of the period of classification of carriers of information constituting state secrets	30 лет	Paper documents and identical electronic documents.
118	Documents on accounting and acceptance of confidential information holders for servicing	5 years	Paper documents and identical electronic documents. After deregistration.
119	Documents of persons who have made commitments on non-disclosure of restricted information	5 years	Paper documents and identical electronic documents. After an employee has been dismissed.
120	Documents on improving document management support, design, development, implementation, operation, maintenance, and improvement of automated systems and software products	5 years	Electronic documents*.
121	Correspondence on issues related to document management support and archival storage of documents	5 years	Electronic documents*.
	Books, cards, registration books (electronic registration and control		Paper documents and identical electronic documents. Stored in the

forms in an automated information system): 1) legislative acts and subordinate regulatory legal acts;	Constantly	organization. Subject to acceptance for permanent state storage if they can be used as a scientific reference apparatus.
2) non-regulatory legal acts (orders and instructions) of the head of the organization for the main (production) activity;	Constantly	Paper documents and identical electronic documents. Stored in the organization. Subject to acceptance for permanent state storage if they can be used as a scientific reference apparatus.
3) non-regulatory legal acts (orders and instructions) of the head of the organization regarding personnel (on admission (appointment, enrollment), dismissal (expulsion), transfer, certification, education, assignment of titles (ranks), change of surnames (patronymics), awards, remuneration, bonuses, payments, benefits, imposition and removal of disciplinary sanctions);	75 years ERC	Electronic documents*. Stored in the organization. Subject to acceptance for permanent state storage if they are used as a scientific reference apparatus.
4) non-regulatory legal acts (orders and instructions) of the head of the organization on personnel (business trips, vacations, promotions, advanced training, imposition and removal of disciplinary sanctions, with the exception of disciplinary sanctions that discredit the public service)	5 years ERC	Electronic documents*.
5) incoming, outgoing, and internal documents;	5 years ERC	Electronic documents*.
6) execution of documents;	3 years	Electronic documents*.
7) telegrams, telephone messages, faxes, requests for negotiations;	3 years	Electronic documents*.
8) audiovisual documents;	3 years	Electronic documents*. Stored in the organization. Subject to acceptance for

			permanent state storage if they are used as a scientific reference apparatus.
123	Applications for the production of printed materials, seals and stamps with the image of the National Emblem of the Republic of Kazakhstan	3 years	Electronic documents*.
124	Logs, books of accounting and issuance: 1) printed and blank products with the image of the National Emblem of the Republic of Kazakhstan;	5 years	Paper documents and identical electronic documents.
	2) seals, stamps with the image of the National Emblem of the Republic of Kazakhstan and special stamping ink;	5 years	Paper documents and identical electronic documents.
	3) fountain pens filled with special ink and other goods ;	5 years	Paper documents and identical electronic documents.
	4) individual sheets, drawings, special notebooks, photographic negatives, photographic prints, magnetic tapes, film and video tapes, audio tapes	Until no longer needed	Paper documents and identical electronic documents.
125	Documents on the condition, installation, repair works of technical means and programmes	5 years	Electronic documents*.
126	<b>Excluded by the Order of the Minister of Culture and Sports of the Republic of Kazakhstan dated 29.06.2023 № 157 (effective ten calendar days after the date of its first official publication).</b>		
127	Documents on categorisation of information into access categories, conditions for storage and use of information constituting a trade secret	5 years	Paper documents and identical electronic documents. After the restriction on access to information has been lifted.
128	Regulatory (administrative) and operational and technical documentation on information protection	Constantly	Paper documents and identical electronic documents.
129	Lists of restricted premises	Until no longer needed	Paper documents and identical electronic documents.

130	Excluded by the Order of the Minister of Culture and Sports of the Republic of Kazakhstan dated 29.06.2023 № 157 (effective ten calendar days after the date of its first official publication).		
131	Excluded by the Order of the Minister of Culture and Sports of the Republic of Kazakhstan dated 29.06.2023 № 157 (effective ten calendar days after the date of its first official publication).		
132	Register of the loss of classified documents (items) and disclosure of classified information	Constantly	Paper document and identical electronic documents.
133	Log of journals, files and finalised cases, documents received for signature by the management and distribution to the addressees	1 year	Paper document and identical electronic documents. Once all registered materials have been written off
134	Log (card) of accounting of machine data carriers	5 years	Paper document and identical electronic documents. Once the registered media have been written off
135	Register of contracts for joint and other work involving the use of information constituting state secrets	5 years	Paper document and identical electronic documents.
136	Documents on maintenance, development of information systems databases	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
137	Documents on the status of information protection in the organisation	10 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
138	Schemes for organising cryptographic protection of confidential information	Until no longer needed	Electronic documents*.
139	Lists of passwords for personal computers containing confidential information	Until replaced by new ones	Paper documents and identical electronic documents.
140	Acts on destruction of cryptographic information protection means and machine carriers with key information	5 years	Paper documents and identical electronic documents.
141	Lists of information backup activities	10 years EXPERT REVIEW COMMISSION	Electronic documents*.
	Logs, record books: 1) electronic data carriers, software and hardware		



142	means of protecting information from unauthorised actions, hard disk drives designed to work with confidential information;	5 years	Paper documents and identical electronic documents.
	2) copy-by-sample accounting of cryptographic information protection equipment, operational and technical documentation and key documents;	5 years	Paper documents and identical electronic documents.
	3) loaning of files;	3 years	Paper documents and identical electronic documents.
	4) recording of readings from temperature and humidity measuring devices;	1 year	Paper documents and identical electronic documents.
	5) issuance of key carriers to cryptographic means of information protection;	5 years	Paper documents and identical electronic documents. After the key has been replaced.
	6) database replication	Until no longer needed	Paper documents and identical electronic documents.
143	Certificates of keys of electronic digital signatures	Constantly	Electronic documents*.
144	Documents on creation and cancellation of electronic digital signature	Constantly	Electronic documents*.
145	Logs (lists, registers) of records of issued registration certificates confirming compliance with the electronic digital signature	Constantly	Electronic documents*.
146	Archival records (lists of archival holdings, sheets of archival holdings, passports of departmental (private) archives of organisations, acts on allocation for destruction of documents not subject to storage, acts of acceptance-transfer for state storage and other documents)	Constantly	Paper documents and identical electronic documents. They shall be deposited permanently with the state when an organisation is dissolved without successors.
	Case inventories:		

147	1) of permanent storage (approved ones);	Constantly	Paper documents and identical electronic documents.
	2) personnel-wise;	3 years	Paper documents and identical electronic documents. After the files have been destroyed.
	3) temporary storage (up to 10 years);	3 years	Electronic documents*. After the files have been destroyed.
	4) of temporary storage (over 10 years)	3 years	Electronic documents*. After the files have been destroyed.
148	Excluded by the Order of the Minister of Culture and Sports of the Republic of Kazakhstan dated 29.06.2023 № 157 (effective ten calendar days after the date of its first official publication).		
149	Records of issuance of documents and files (withdrawal of documents and files), inventories for temporary use	3 years	Paper documents and identical electronic documents. After the documents have been returned. For the acts of lending files to other organisations – 5 years EXPERT REVIEW COMMISSION.
150	Books, logs, cards, databases of registration of issuance of archival certificates, copies of archival documents, extracts from archival documents	5 years	Electronic documents.* If there are appropriate information systems.
151	Archival certificates, copies of archival documents, extracts from archival documents issued at the request of individuals and legal entities, documents thereto	5 years	Electronic documents*.
152	Books, registers of record: 1) copies of documents containing confidential information;	3 years	Paper documents and identical electronic documents. After the access restriction has been removed (unmarked).
	2) electronic media containing information of a confidential nature	Until no longer needed	Paper documents and identical electronic documents.
2. Forecasting and planning			
2.1. Forecasting			
	Documents of the State Planning System in the		

153	Republic of Kazakhstan (Development Strategy of Kazakhstan until 2050, Strategic Development Plan of the Republic of Kazakhstan for 10 years), Prognostic scheme of territorial and spatial development of the country, National Security Strategy of the Republic of Kazakhstan, Forecast of Social and Economic Development, state programmes, government programmes, strategic plans of public authorities, programmes of territorial development, development strategies of national management holdings, national holdings and national companies with state participation in the charter capital)	Constantly	Paper documents and identical electronic documents.
154	Messages of the President of the Republic of Kazakhstan, state, branch (sectoral), regional programmes, strategies, concepts of socio-economic and scientific-technical development	Constantly	Paper documents and identical electronic documents.
155	Draft messages of the President of the Republic of Kazakhstan	5 years	Electronic documents*.
156	Draft state, branch (sectoral), regional programmes, strategies, concepts of socio-economic and scientific-technical development	5 years	Electronic documents*.
157	Correspondence on development of messages of the President of the Republic of Kazakhstan, state, branch (sectoral), regional programmes, strategies, concepts of socio-economic and scientific-technical development	5 years EXPERT REVIEW COMMISSION	Electronic documents*.

158	Action plans for implementing the messages of the President of the Republic of Kazakhstan (the Nationwide Plan of the Nation), state, branch (sectoral), regional programmes, strategies, concepts of socio-economic and scientific-technical development	Constantly	Paper documents and identical electronic documents.
159	Draft action plans to implement the messages of the President of the Republic of Kazakhstan, state, branch (sectoral), regional programmes of socio-economic and scientific-technical development	Constantly	Electronic documents*.
160	Documents on development, adjustment and implementation of state, branch (sectoral), regional programmes, strategies, concepts of socio-economic and scientific-technical development	Constantly	Paper documents and identical electronic documents.
161	Plans of socio-economic development of the Republic of Kazakhstan, regions, cities of national importance, the capital, development plans of national companies and republican state enterprises and joint-stock companies with state participation	Constantly	Paper documents and identical electronic documents.
162	Draft plans of socio-economic development of the Republic of Kazakhstan, regions, cities of national importance, the capital, draft plans of development of national companies, republican state enterprises and joint-stock companies with state participation: 1) at the place of development;	Constantly	Electronic documents*.

	2) at the place of approval	5 years	Electronic documents*.
163	Documents on adjustment and fulfilment of strategic, operational plans of socio-economic development of the Republic of Kazakhstan, regions, cities of republican significance, capital city, development plans of national companies, republican state enterprises and joint-stock companies with state participation	Constantly	Electronic documents*.
164	Forecasts (perspective plans, programmes) of activities and development of organisations	Constantly	Electronic documents*.
165	Concepts, doctrines for the development of the industry, organisations: 1) at the place of development and approval;	Constantly	Paper documents and identical electronic documents.
	2) at the place of approval	5 years	Electronic documents*.
166	Draft perspective plans, programmes, concepts of the organisation's development, documents thereto	10 years EXPERT REVIEW COMMISSION	Electronic documents*.
167	Memorandum of the central public authority for the next fiscal year	Constantly	Paper document and identical electronic documents.
168	Expenditure limits of budget programme administrators, limits for new initiatives	Constantly	Paper documents and identical electronic documents.
169	Correspondence on the organisation and forecasting and planning methodology	5 years	Electronic documents*.
2.2. Ongoing planning			
170	Plans for economic and social development of the organisation	Constantly	Paper documents and identical electronic documents.
171	Business plans, documents thereto (feasibility studies, conclusions, calculations and other documents)	Constantly	Paper documents and identical electronic documents.
	Annual plans of organisations, documents		

172	thereto (notes, justifications, feasibility studies and other documents): 1) in the main areas of activity for this organisation;	Constantly	Paper documents and identical electronic documents.
	2) for activities ancillary to the organisation	5 years	Electronic documents*.
173	Draft annual plans and documents for their development	5 years	Electronic documents*.
174	State commissionings: 1) at the place of implementation;	Constantly	Paper documents and identical electronic documents. The full set of documents shall be governed by the laws of the Republic of Kazakhstan.
	2) at the submitting organisation	5 years	Electronic documents*.
175	Plans, programmes of activities to eliminate the consequences of emergencies, natural disasters, urgent works and other directions	Constantly	Paper documents and identical electronic documents.
176	Tax planning documents	5 years	Electronic documents*.
177	Plans of structural sub-divisions of the organisation: 1) annual ones;	5 years	Electronic documents*. In the absence of consolidated annual ones – constantly.
	2) semi-annual ones;	1 year	Electronic documents*. In the absence of annual ones – constantly.
	3) quarterly ones;	1 year	Electronic documents*. In the absence of annual and semi-annual ones – constantly.
	4) monthly ones	1 year	Electronic documents*. In the absence of annual, semi-annual and quarterly ones – constantly.
178	Operational plans for all aspects of the organisation's activities	Until no longer needed	Electronic documents*.
179	Excluded by the Order of the Minister of Culture and Sports of the Republic of Kazakhstan dated 29.06.2023 № 157 (effective ten calendar days after the date of its first official publication).		
2.3. Pricing			

180	Pricing lists, pricetags, tariffs for goods, works and services	Constantly	Electronic documents*.
181	Documents on projecting, developing, adjusting and applying prices, tariffs for goods, works and services	Constantly	Electronic documents*.
182	Consolidated estimated data on the results of inspections of justification of prices, tariffs for goods, works and services for which state-regulated prices and tariffs are applied	Constantly	Electronic documents*.
183	Documents on approval of prices, tariffs for property, goods, works and services	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
184	Price agreements between producers and suppliers	5 years	Electronic documents*. After the validity period of the agreement has expired.
185	Minutes of sessions of the tariff-calculation commission	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
186	Correspondence with foreign organisations on tariffs	15 years EXPERT REVIEW COMMISSION	Electronic documents*.
187	Applications for approval of tariffs of natural monopoly entities	3 years	Electronic documents*.
188	Notifications of natural monopoly entities on tenders held and procurement of strategic goods	1 year	Electronic documents*.
189	Investment programmes of natural monopolies	3 years EXPERT REVIEW COMMISSION	Electronic documents*.
3. Financing, lending			
190	Unified budget classification of the Republic of Kazakhstan	Constantly	Electronic documents*.
191	Consolidated Commitment Financing Plan, Consolidated Revenue and Payment Financing Plan	Constantly	Paper document and identical electronic documents.
192	Budget request	Constantly	Electronic documents*. If a suitable electronic system is available.

193	Budgetary programmes (sub-programmes)	Constantly	Paper documents and identical electronic documents.
194	Budgetary commitment limits	Constantly	Paper documents and identical electronic documents.
195	Individual financing plans for liabilities and payments of public institutions	Constantly	Paper documents and identical electronic documents.
196	Plans of receipts and expenditures of money from the sale of goods (works, services) by public institutions)	Constantly	Paper documents and identical electronic documents.
197	Reports on the results of monitoring the implementation of budget programmes	Constantly	Paper documents and identical electronic documents.
198	Certificates on amendments to consolidated revenue plans, consolidated financing plan for payments, consolidated financing plan for liabilities	Constantly	Paper documents and identical electronic documents.
199	Prospective fiscal plans	Constantly	Paper documents and identical electronic documents.
200	Plans (budgets) of the organisation: financial (balance of income and expenses), financing and crediting, currency, material balances, capital investments, labour and wages, use of funds of the organisation, profit, formation, distribution and use of funds of the organisation, accumulation and expenditure of working capital and others: 1) consolidated annual, annual ones;	Constantly	Paper documents and identical electronic documents.
	2) quarterly ones;	5 years	Electronic documents*. In the absence of annual ones – constantly.
	3) monthly ones	1 year	Electronic documents*. In the absence of quarterly, annual ones – constantly.



201	Draft plans (budgets) of the organisation	5 years	Electronic documents*.
202	Extracts from the relevant personal accounts, annexes to the extracts from personal accounts, reports on the status of personal accounts with the attachment of payment documents	5 years	Electronic documents*.
203	Documents on receipts to the republican or local budgets	5 years	Paper documents and identical electronic documents.
204	Documents on monitoring the quality of financial management: 1) annual ones;	Constantly	Paper documents and identical electronic documents.
	2) quarterly ones	5 years	Electronic documents*. In the absence of annual ones – constantly.
205	Documents on the development and amendment of financial plans	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
206	Documents on long-term lending and investment activities	Constantly	Paper documents and identical electronic documents.
207	Plans (estimates) of budget investment projects of the organisation: 1) annual ones;	Constantly	Paper documents and identical electronic documents.
	2) quarterly ones;	5 years	Electronic documents*. In the absence of annual ones – constantly.
	3) monthly ones	3 years	Electronic documents*. In the absence of annual, quarterly ones – constantly.
208	Reports on the implementation of the organisation's budget investment project plans: 1) annual ones;	Constantly	Paper documents and identical electronic documents.
	2) quarterly ones;	5 years	Electronic documents*. In the absence of annual ones – constantly.
	3) monthly ones	3 years	Electronic documents*. In the absence of annual, quarterly ones – constantly.

209	Documents on allocation of additional budget investment projects and their reallocation	Constantly	Paper documents and identical electronic documents.
210	Correspondence on budget investment projects	5 years EXPERT REVIEW COMMISSION	Paper document and identical electronic documents.
211	Reports and analyses of reports on financing of budget investment projects: 1) annual ones;	Constantly	Paper documents and identical electronic documents.
	2) quarterly ones	5 years	Electronic documents*. In the absence of annual ones – constantly.
212	Estimates for reconstruction and repair of buildings and structures	10 years	Paper documents and identical electronic documents. Estimates for the renovation and repair of buildings and monuments under state protection – constantly.
213	Treasury notices, expenditure schedules, registers of expenditure schedules	5 years	Electronic documents*.
214	Treasury permits, approvals of ministries, agencies of the Republic of Kazakhstan, lower-level manager of budget programmes, interministerial (interdepartmental) permits)	5 years	Electronic documents*.
215	Correspondence on economic regulations	5 years	Electronic documents*.
216	Financial, economic and market reviews	Constantly	Electronic documents*.
217	Annual estimates (income and expenditures) of the organisation, budgetary institution on income-generating activities, information on estimated assignments	Constantly	Paper documents and identical electronic documents. Administrative and management costs – 5 years.
218	Plans of income and financing of expenses on paid services obtained from realisation of paid services	Constantly	Paper documents and identical electronic documents.
219	Documents on financial support of all activities	5 years EXPERT REVIEW COMMISSION	Electronic documents*.

220	Reports (analytical tables) on the implementation of plans (execution of budgets ) of the organisation: financial ones, financing and crediting, currency, material balances, capital investments, labour and wages, profit, formation, distribution and use of funds of the organisation, accumulation and expenditure of working capital and others: 1) consolidated annual ones, annual ones;	Constantly	Paper documents and identical electronic documents.
	2) quarterly ones;	5 years	Electronic documents*. In the absence of annual ones – constantly.
	3) monthly ones	1 year	Electronic documents*. In the absence of annual, quarterly ones – constantly.
221	Operational reports on disbursement of republican (local) budget funds	5 years	Electronic documents*.
222	Documents on approval of major transactions by national companies, joint-stock companies with state participation	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
223	Records on the distribution of public orders (contracts) : 1) at the place of an auction or a tender;	Constantly	Paper documents and identical electronic documents.
	2) at the submitting organisation	5 years	Electronic documents*
224	Data on concluded state contracts (their modification), on the execution (termination) of state contracts	Constantly	Paper documents and identical electronic documents.
225	Documents on compliance with financial discipline ( acts, notes, correspondence and other documents)	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
226	Documents on financing and improving the financing of the organisation's management apparatus	Constantly	Paper document and identical electronic documents.

227	Correspondence on changes in expenditures for maintenance of the management staff and administrative and economic needs	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
228	Documents on financing of industries, organisations and small and medium-sized enterprises	Constantly	Paper documents and identical electronic documents.
229	Documents on the formation of the organisation's funds and their expenditure	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
230	Correspondence on opening, closing, status, payment of current, settlement, budgetary accounts, cash and settlement transactions	5 years	Electronic documents*.
231	Documents on opening, closing, reissuance of settlement, current, correspondent, relevant personal accounts	3 years	Electronic documents*.
232	Correspondence with banks on unpaid invoices and on banks' refusals to pay invoices	5 years	Electronic documents*.
233	Bank account agreements	5 years	Paper documents and identical electronic documents. Once the contract has been expired.
234	Documents on lending issues	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
235	Credit agreements, loan agreements and other debt obligations, documents confirming the granting of a credit (loan) and the debtor's fulfilment of its obligations	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents. After full discharge of obligations, cancellation of debts under an obligation or other grounds.
236	Guarantee agreements executed within the framework of support measures of the special fund for private enterprise development	10 years EXPERT REVIEW COMMISSION	Electronic documents*.
	Reports on planned loan proceeds: 1) annual ones;	5 years	Electronic documents*.

237	2) quarterly ones;	3 years	Electronic documents*. In the absence of annual ones – constantly.
	3) monthly ones	1 year	Electronic documents*. In the absence of annual, quarterly ones – constantly.
238	Investment proposals: 1) accepted ones;	Constantly	Paper documents and identical electronic documents.
	2) unaccepted ones	Until no longer needed	Electronic documents*.
239	Documents on developing public-private partnership projects, including concessions	10 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
240	Documents on development of budget investment projects: 1) at the place of development and approval;	10 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
	2) in other organisations	Until no longer needed	Electronic documents*.
241	Documents on development of budget investments by means of formation and (or) increase of the authorised capital of a legal entity	10 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
242	Documents on monitoring and evaluation of the implementation of budget investment projects	Constantly	Paper documents and identical electronic documents.
243	Documents on monitoring and evaluation of the implementation of budget investments by means of formation and (or) increase of the authorised capital of a legal entity (acts, conclusions, certificates, reports and other documents)	10 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
244	Monitoring and evaluation documents on the implementation of public-private partnership projects, including concessions	10 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
245	Documents on lending and investment activities	Constantly	Paper documents and identical electronic documents.

246	Reports on the implementation of republican budget programmes for the relevant year: 1) annual ones;	Constantly	Paper documents and identical electronic documents.
	2) quarterly ones;	5 years	Electronic documents*. In the absence of annual ones – constantly.
	3) monthly ones	1 year	Electronic documents*. In the absence of annual, quarterly ones – constantly.
247	Correspondence on budget lending, status and utilisation of credit resources	5 years	Electronic documents*.
248	Correspondence on lending for investment programmes	5 years	Electronic documents*.
249	Correspondence on placement of shares, deposits	5 years	Electronic documents*.
250	Correspondence on accrual of dividends	5 years	Electronic documents*.
251	Loan applications: 1) approved ones;	5 years EXPERT REVIEW COMMISSION	Electronic documents*. After repayment of loans.
	2) rejected ones	1 year	Electronic documents*.
252	Correspondence on obligatory reserve ratios	5 years	Electronic documents*.
253	Correspondence on clarification of the procedure for financial support of budget investments	5 years	Electronic documents*.
254	Correspondence on the utilisation of existing budget credits	5 years	Electronic documents*.
255	Reports on repayment of budget loans: 1) annual ones;	Constantly	Paper documents and identical electronic documents.
	2) quarterly ones;	3 years	Electronic documents*. In the absence of annual ones – constantly.
	3) monthly ones	1 year	Electronic documents*. In the absence of annual, quarterly ones – constantly.
4. Accounting and reporting			
4.1. Financial accounting and reporting			

256	Annual reports on the execution of the republican budget and local budgets	Constantly	Electronic documents*.
257	Forms (albums of forms) of unified primary documents and accounting registers	Constantly	Paper documents and identical electronic documents.
258	Accounting (financial) statements (balance sheets, profit and loss statements, reports on the targeted use of funds and other documents): 1) consolidated annual ones, annual ones;	Constantly	Paper document and identical electronic documents.
	2) semi-annual, quarterly ones;	5 years	Electronic documents*. In the absence of an annual one – constantly.
	3) monthly ones	1 year	Electronic documents*. In the absence of annual, semi-annual, quarterly one – constantly.
259	Budget reporting (balance sheets, reports, references, explanatory notes): 1) annual one;	Constantly	Paper document and identical electronic documents.
	2) quarterly one;	5 years	Electronic documents*. In the absence of an annual one – constantly.
	3) monthly one	1 year	Electronic documents*. In the absence of annual, quarterly one – constantly.

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Reports on execution of plans of receipts and expenditures of money from sale of goods (works, services), receipts and expenditures of money from sponsorship and charitable assistance of the republican budget, execution of plans of receipts and expenditures of money from sale of goods (works, services), receipts and expenditures of money from sponsorship and charitable assistance of local budgets, accounts payable and receivable of state, republican and local budgets, achievement of direct and final indicators of budget programmes, target indicators of strategic plans of public authorities:

Constantly

1) annual ones;



			identical electronic documents.
	2) quarterly, semi-annual ones	5 years	Electronic documents*. In the absence of annual ones – constantly.
261	Budget reporting of organisations (on the execution of plans of receipts and expenditures of money from the sale of goods (works, services), receipts and expenditures of money from sponsorship and charitable assistance, receivables and payables): 1) annual one;	Constantly	Paper document and identical electronic documents.
	2) quarterly, semi-annual one	5 years	Electronic documents*. In the absence of an annual – Constantly.
262	Excluded by the Order of the Minister of Culture and Sports of the Republic of Kazakhstan dated 29.06.2023 № 157 (effective ten calendar days after the date of its first official publication).		
263	Transfer acts, separation and liquidation balance sheets, explanatory notes, annexes thereto	Constantly	Paper documents and identical electronic documents.
264	Analytical documents to the annual accounting (budgetary) statements	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
265	Documents on review and approval of annual accounting (budgetary) statements	Constantly	Paper documents and identical electronic documents.
266	Reports on the execution of estimates: 1) consolidated annual, annual ones;	Constantly	Paper documents and identical electronic documents.
	2) quarterly ones	5 years	Electronic documents*. In the absence of annual ones – constantly.
267	Reports on subsidies, subventions received from budgets: 1) annual ones;	Constantly	Paper documents and identical electronic documents.
	2) semi-annual, quarterly ones	5 years	Electronic documents*. In the absence of annual ones – constantly.
268	Accounting (financial) statements as per	Constantly	

	International Financial Reporting Standards or other standards		Paper document and identical electronic documents.
269	Correspondence on accounting, budgetary accounting, preparation and presentation of accounting (financial) statements, budget reporting	5 years	Electronic documents*.
270	Accounting policy documents	5 years	Electronic documents*.
271	Accounting (budgetary) registers (book “Journal-Chapter”, journals-orders, memorial orders, journals of operations on accounts, turnover statements, cumulative statements, development tables, registers, books (cards) and other registers)	5 years	Electronic documents*. Subject to inspection (audit).
272	Synthetic, analytical, material bookkeeping accounts	5 years	Electronic documents*.
273	Primary documents and annexes thereto, which recorded the fact of business transaction and were the basis for accounting entries	5 years	Electronic documents*. Subject to inspection (audit).
274	Approved limits, payroll funds	Constantly	Paper documents and identical electronic documents.
275	Information on accounting of funds, wage limits and control over their distribution, calculations of over expenditure and wage arrears, withholding from wages, social insurance funds, payment of holiday and termination benefits	5 years	Electronic documents*.
276	Documents on mutual settlements and recalculations between organisations	5 years	Paper documents and identical electronic documents. After the settlements have been made.
	Correspondence on the purchase of household		

277	equipment, office supplies, railway and air tickets, communication services and other administrative and business expenses	1 year	Electronic documents *.
278	Documents on financial issues of charitable activities	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
279	Documents on foreign exchange transactions (purchase, sale)	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
280	Documents on foreign exchange and conversion transactions, transactions with grants	Constantly	Paper documents and identical electronic documents.
281	Reports on payments and receipts of currency: 1) consolidated annual, annual ones;	Constantly	Paper documents and identical electronic documents.
	2) quarterly ones;	3 years	Electronic documents*. In the absence of annual ones – constantly.
	3) monthly ones	1 year	Electronic documents*. In the absence of annual, quarterly ones – constantly.
282	Operational reports on foreign currency accounts abroad	10 years	Paper documents and identical electronic documents. After closing the account.
283	Operational reports on foreign currency expenditures for foreign business trips	5 years	Electronic documents*.
284	Precious metals reports	5 years	Paper documents and identical electronic documents. Subject to inspection (audit).
285	Letters of guarantee	5 years	Electronic documents*. After the end of the guarantee period.
286	Loan disbursement and repayment correspondence	5 years	Electronic documents *. After repayment of the loan .
287	Records of receivables and payables	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
288	List of persons authorised to sign primary accounting documents	5 years	Electronic documents*. After replacing with a new one.

289	Certificates of registration with tax authorities	Constantly	Paper documents and identical electronic documents.
290	Documents on accrued and transferred amounts of taxes to the republican (local) budget, extra-budgetary funds, debts thereon	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
291	List of payments that are not subject to insurance contributions to state social funds	Constantly	Electronic documents*.
292	Documents on tax exemption, granting privileges, deferrals or refusal to pay taxes, excise and other levies	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
293	Reports to the tax authorities: 1) annual ones;	Constantly	Paper documents and identical electronic documents.
	2) quarterly ones	5 years	Electronic documents*. In the absence of annual ones, fourth quarter - constantly
294	Documents on payment of taxes to the budget by offsets, securities	5 years	Paper documents and identical electronic documents. Upon repayment of taxes.
295	Documents on payment, exchange, acceptance-transfer of promissory notes	5 years	Paper documents and identical electronic documents.
296	Documents on additional taxation for a certain period of time due to revision of tax legislation	5 years	Electronic documents*.
297	Registers of land tax calculation	5 years	Electronic documents*.
298	Statements of account for the deduction of insurance contributions to the social health insurance fund: 1) annual ones;	Constantly	Paper documents and identical electronic documents.
	2) quarterly ones	5 years	Electronic documents*. In the absence of annual ones – constantly. Cumulative total for the fourth quarter – constantly.

299	State and non-state insurance cash transfer reports	Constantly	Paper documents and identical electronic documents.
300	Tax declarations (calculations) of legal entities for all types of taxes	5 years EXPERT REVIEW COMMISSION	Electronic documents*. As part of the annual financial statements – constantly.
301	Declarations of civil servants on annual comprehensive income, assets and property	5 years	Electronic documents*.
302	Certificates of submission of declarations of annual aggregate income, assets and property by civil servants	5 years	Electronic documents*.
303	Correspondence on disagreements on taxation, excise and other levies, penalties and fines imposed on the organisation	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
304	Documents on restructuring of arrears of insurance contributions	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
305	Documents on calculation of the tax base by legal entities for the tax period	5 years	Electronic documents*.
306	Books of income and expenses of organisations and individual entrepreneurs applying the simplified taxation system	Constantly	Paper documents and identical electronic documents.
307	Documents on documentary audits of financial and economic activities, control and revision work, audits, including cash audits, correctness of tax collection and other audits	5 years	Paper documents and identical electronic documents.
308	Documents on revealed facts of shortages, embezzlements, thefts	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
309	Provisions on labour remuneration and bonuses for employees	Constantly	Paper documents and identical electronic documents.
310	Documents on receipt of wages and other payments (consolidated settlement (settlement-payment), statements (tabulagrams)	5 years	Paper documents and identical electronic documents. Subject to inspection (audit).

311	Payroll statements	75 years	Paper documents and identical electronic documents.
312	Correspondence on payment of wages	5 years	Electronic documents*.
313	Documents on payment of special state and other benefits, payment of certificates of incapacity for work and material assistance	5 years	Paper documents and identical electronic documents. After the payments are discontinued.
314	Employees' writs of execution	5 years	Paper documents and identical electronic documents.
315	Documents on payment for study leave	5 years	Electronic documents*.
316	Personal accounts of shareholders	5 years	Paper documents and identical electronic documents. After the transfer of share ownership . Subject to inspection ( audit).
317	Statements for dividend distribution	75 years	Paper documents and identical electronic documents.
318	Documents on maintaining the list of state property	Constantly	Paper documents and identical electronic documents.
319	Documents on the transfer of state immovable and movable property from one type of state ownership to another	Constantly	Paper documents and identical electronic documents. Lists and other documents - electronic documents.
320	Documents on inventory of assets, liabilities	5 years	Paper documents and identical electronic documents. Subject to inspection (audit).
321	Inventories of liquidation commissions	Constantly	Paper documents and identical electronic documents.
322	Documents on revaluation of fixed assets, determination of depreciation of fixed assets , assessment of the value of the organisation's property	5 years	Paper documents and identical electronic documents.
323	Documents on the sale of movable property (	5 years	Paper documents and identical electronic

	contracts, bids, valuation acts, correspondence and other documents)		documents. After the property has been sold.
324	Documents on the sale of immovable property	10 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents. After the property has been sold. Documents of entitlement – constantly.
325	Correspondence on division of joint property of legal entities	Constantly	Paper document and identical electronic documents.
326	Documents on the transfer of rights to movable and immovable property and transactions therewith from the former to the new title holder (from balance sheet to balance sheet), surrender, write-off of tangible assets	10 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents. After the transfer of rights. Documents on the transfer of rights to immovable property – constantly.
327	Documents on delivery, write-off of material assets	5 years	Paper documents and identical electronic documents. Subject to inspection (audit).
328	Documents on expenditures for the acquisition of equipment, production and accommodation facilities	5 years	Paper documents and identical electronic documents. Subject to inspection (audit).
329	Contracts, agreements	5 years	Paper documents and identical electronic documents. Those not listed in paragraphs of this List. Once the contract, agreement has been expired.
330	Protocols of disagreements on contracts, treaties, agreements, contracts-intentions	5 years	Paper documents and identical electronic documents. Once the contract has been expired.
331	Contractor agreements with legal entities	5 years	Paper documents and identical electronic documents. Once the contract has been expired.
332	Lease agreements	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents. Once the contract has been expired.

333	Rental contracts	5 years	Paper documents and identical electronic documents. Once the contract has been expired.
334	Annuity contracts	Constantly	Paper documents and identical electronic documents.
335	Paid service contracts	5 years	Paper documents and identical electronic documents. Once the contract has been expired.
336	Assignment agreements	5 years	Paper documents and identical electronic documents. Once the contract has been expired.
337	Tenancy agreements, sale and purchase agreements	5 years	Paper documents and identical electronic documents. Once the contract has been expired
338	Property and civil liability insurance contracts and documents thereto	5 years	Paper documents and identical electronic documents. Once the contract has been expired.
339	Lease agreements for the organisation's property and documents thereto	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents. Once the contract has been expired.
340	Contracts on pledge of the organisation's property and documents thereto	10 years	Paper documents and identical electronic documents. Once the contract has been expired Documents on pledge of immovable property – constantly.
341	Transaction passports	Constantly	Paper documents and identical electronic documents.
342	Correspondence regarding the provision of paid services	5 years	Electronic documents*.
343	Documents on acceptance of work performed under treaties, contracts, agreements	5 years	Paper documents and identical electronic documents. Once the contract, agreement has been expired.
344	Agreements on full material responsibility of the materially responsible person	5 years	Paper documents and identical electronic documents. After dismissal of the materially responsible person.



345	Samples of signatures of materially responsible persons	Until no longer needed	Paper documents and identical electronic documents.
346	Books, logs, record cards: 1) securities;	Constantly	Paper documents and identical electronic documents.
	2) foreign currency receipts ;	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents. Subject to inspection (audit).
	3) registration of sale and purchase agreements for movable and immovable property, including shares;	Constantly	Paper documents and identical electronic documents.
	4) treaties, contracts, agreements with legal entities;	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents. Once the contract, agreement has been expired.
	5) fixed assets (buildings, constructions), other property, liabilities;	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents. After disposal of property, plant and equipment.
	6) contracts, acts of acceptance and transfer of property;	Constantly	Paper documents and identical electronic documents.
	7) settlements with organisations;	5 years	Paper documents and identical electronic documents. Subject to inspection (audit).
	8) cash receipts and expenditure documents ( invoices, payment orders);	5 years	Paper documents and identical electronic documents. Subject to inspection (audit).
	9) redeemed tax promissory notes;	5 years	Paper documents and identical electronic documents. After repayment of the tax. Subject to inspection (audit).
	10) realisation of goods, works and services subject and not subject to value added tax;	5 years	Paper documents and identical electronic documents. Subject to inspection (audit).
	11) auxiliary, control ( transport, cargo, weighing and others);	5 years	Paper documents and identical electronic documents. Subject to inspection (audit).

	12) financially liable persons;	5 years	Electronic documents*.
	13) writs of execution;	5 years	Electronic documents*.
	14) escrowed wages;	5 years	Paper documents and identical electronic documents. Subject to inspection (audit).
	15) depositors by deposit amounts;	5 years	Electronic documents*.
	16) powers of attorney	5 years	Paper documents and identical electronic documents. Subject to inspection (audit).
347	Programmes, guidelines for the organisation and implementation of automated accounting and reporting systems	10 years EXPERT REVIEW COMMISSION	Electronic documents*.
348	Correspondence on the organisation and implementation of automated accounting and reporting systems	5 years	Electronic documents*.
4.2. Reporting, statistical recording and statistical reporting			
349	The organisation's reports on the implementation of prospective (long-term) and current programmes, plans, annual plans, analyses of reports: 1) consolidated annual, annual ones;	Constantly	Paper documents and identical electronic documents.
	2) semi-annual ones;	5 years	Paper documents and identical electronic documents. In the absence of annual ones – constantly .
	3) quarterly ones;	3 years	Electronic documents*. In the absence of annual, semi-annual ones – constantly.
	4) monthly ones	1 year	Electronic documents*. In the absence of annual, semi-annual and quarterly ones– constantly.

Reports on assessment of implementation of state, sectoral programmes and strategic plans of the industry development:  
1) consolidated annual, annual ones;

Constantly

			identical electronic documents.
	2) semi-annual ones;	5 years	Paper documents and identical electronic documents. In the absence of annual ones – constantly .
	3) quarterly ones;	3 years	Electronic documents*. In the absence of annual and semi-annual ones – constantly.
	4) monthly ones	1 year	Electronic documents*. In the absence of annual, semi-annual and quarterly ones – constantly.
351	Reports, information and tables on public finance statistics: 1) consolidated annual, annual ones;	Constantly	Paper documents and identical electronic documents.
	2) semi-annual ones;	5 years	Electronic documents*. In the absence of annual ones – constantly.
	3) quarterly ones;	5 years	Electronic documents*. In the absence of annual, semi-annual ones – constantly.
	4) monthly ones	1 year	Electronic documents*. In the absence of annual, semi-annual and quarterly ones – constantly.
352	Documents on the organisation's performance	Constantly	Paper documents and identical electronic documents.
353	Statistical reports and tables on all directions and types of activities (for this organisation) and documents thereto: 1) consolidated annual, annual ones;	Constantly	Paper documents and identical electronic documents.
	2) semi-annual ones;	5 years	Electronic documents*. In the absence of annual ones – constantly.
	3) quarterly ones;	3 years	Electronic documents*. In the absence of annual and semi-annual ones – constantly
			Electronic documents*. In the absence of annual,

	4) monthly ones	1 year	semi-annual and quarterly ones – constantly.
354	Individual quantitative and (or) qualitative data on natural or legal person and household account data, formed by administrative sources, except for primary statistical data: 1) annual ones;	Constantly	Electronic documents*.
	2) semi-annual ones;	5 years	Electronic documents*. In the absence of annual ones – constantly.
	3) quarterly ones;	3 years	Electronic documents*. In the absence of annual and semi-annual ones – constantly.
	4) monthly ones	1 year	Electronic documents*. In the absence of annual, semi-annual and quarterly ones – constantly.
355	Operational statistical reports	Until no longer needed	Electronic documents*.
356	Reports on the implementation of the State Planning System in the Republic of Kazakhstan	Constantly	Paper documents and identical electronic documents.
357	Reports on the work of the organisation's structural units: 1) annual ones;	5 years	Electronic documents*.
	2) quarterly ones;	1 year	Electronic documents*.
	3) monthly ones	1 year	Electronic documents*.
358	Individual reports of the organisation's employees	1 year	Electronic documents*.
359	Logbooks of transmitted statistical data	3 years	Electronic documents*.
360	Correspondence on the compilation, submission and verification of statistical reports	5 years	Electronic documents*.
361	Forms of statistical reporting forms	Constantly	Paper documents and identical electronic documents.
5. Property relations			
362	Cadastral of immovable property, natural resources, soil score maps and documents certifying the	Constantly	

	degree of value of immovable property		Paper documents and identical electronic documents.
363	Certificates of state registration of rights to immovable property	Constantly	Paper documents and identical electronic documents.
364	Correspondence on state registration of rights to immovable property and transactions therewith	Constantly	Electronic documents*.
365	General powers of attorney for the management of assets	5 years	Paper documents and identical electronic documents. After the validity period of the power of attorney has been expired.
366	Documents on confirmation of property succession of legal entities	Constantly	Paper documents and identical electronic documents.
367	Correspondence on confirmation of property succession of legal entities	5 years	Electronic documents*.
368	Documents on transfer of property into trust management to the trustee	5 years	Paper documents and identical electronic documents. After the validity period of the power of attorney has been expired.
369	Documents on the transfer by the owner of the property into operational management, economic management of the organisation	5 years	Paper documents and identical electronic documents. After the validity period of the power of attorney has been expired.
370	Documents on the sale of property complexes to individuals and legal entities	Constantly	Paper documents and identical electronic documents.
371	Documents on state monitoring of lands	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
372	Documents on the transfer of land plots from one category to another	Constantly	Paper documents and identical electronic documents.
373	Conclusions on the possibility of acquiring land plots	Constantly	Paper documents and identical electronic documents.
374	Agreements, acts on registration of land plots	Constantly	

	into ownership and/or land use and documents thereto		Paper documents and identical electronic documents.
375	Household books and alphabetical books of farms	Constantly	Paper documents and identical electronic documents.
376	Documents on forced alienation of property for state needs	Constantly	Paper documents and identical electronic documents.
377	Documents on the owner's objection to decisions on alienation of his/her property	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents. After the final decision has been made.
378	Privatisation documents	Constantly	Paper documents and identical electronic documents. The full set of documents shall be governed by the laws of the Republic of Kazakhstan.
379	Programmes, plans for privatisation of republican and municipal property	Constantly	Electronic documents*.
380	Lists, acts of inventory of the enterprise subject to privatisation as a property complex	Constantly	Paper documents and identical electronic documents.
381	List of objects not subject to privatisation as part of an enterprise as a property complex	Constantly	Paper document and identical electronic documents.
382	Proposals of republican and communal organisations (enterprises) on privatisation of property	Constantly	Paper documents and identical electronic documents.
383	Logs of records and registration of property privatisation	Constantly	Paper documents and identical electronic documents.
384	Acts (certificates) for possession of property	Constantly	Paper documents and identical electronic documents.
385	Testaments	75 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
386	Deeds of gift of movable property	5 years	Paper documents and identical electronic documents.
387	Agreements for donation of immovable property	75 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.

388	Exchange agreements	5 years	Paper documents and identical electronic documents.
389	Property valuation reports of the organisation	Constantly	Paper documents and identical electronic documents.
390	Reports on monitoring of the organisation's activities	Constantly	Paper documents and identical electronic documents.
391	Passports of buildings and structures - monuments of town-planning and architecture	Constantly	Paper documents and identical electronic documents. Others not part of the architectural monuments – 5 years EXPERT REVIEW COMMISSION. After the disposal of a building (structure).
392	Documents on purchase and sale of immovable property, transfer into republican, communal ownership	Constantly	Paper documents and identical electronic documents.
393	Documents on purchase and sale, transfer, acquisition of immovable property into the ownership of the organisation	Constantly	Paper documents and identical electronic documents.
394	Documents on conversion of premises into residential and non-residential categories	Constantly	Paper documents and identical electronic documents.
395	Documents on termination of the right of permanent and temporary use of inherited possession of land plots	Constantly	Paper documents and identical electronic documents.
396	Contracts, agreements on acceptance and lease (sublease) of immovable property and documents thereto: 1) documents on immovable and movable state property transferred into the possession and/or use of a foreign state based on an international treaty (joint documents arising from the implementation of an international treaty, protocol, order, decision,	Constantly	Paper documents and identical electronic documents. Once the



	acts, inventories, correspondence and other documents)		contract has been expired (agreement).
397	Books, logs, cards, databases of registration of lease agreements for buildings, premises, land plots	Constantly	Paper documents and identical electronic documents. If there are appropriate information systems.
398	Documents to be submitted for bidding (auctions, tenders) for the sale and purchase of land plots, buildings and structures, other immovable property	Constantly	Paper documents and identical electronic documents.
399	Inventory of property, land plots, buildings, structures and other objects put up for bidding (auctions, tenders)	5 years	Paper document and identical electronic documents. After the bidding (auction, tender).
400	Documents on the organisation of bidding (auctions, tenders) for the sale of republican and municipal property	10 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
401	Minutes of bidding (auctions, tenders) for the sale and purchase of land plots, buildings, structures, other objects of republican and communal property	Constantly	Paper documents and identical electronic documents.
402	Correspondence on accounting and management of republican and communal property	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
403	Documents on privatisation of housing	Constantly	Paper documents and identical electronic documents.
404	Equipment data sheets	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents. After the equipment has been written off.
6. Employment relations			
6.1. Work and performance management			
405	Documents on improvement of labour processes	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
406	Documents on improvement of the personnel management system	Constantly	Paper documents and identical electronic documents.

407	Documents on the professional suitability of employees	Constantly	Paper documents and identical electronic documents.
408	Documents on the organisation of work when combining professions	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
409	Documents on forecasting labour productivity improvement	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
410	Collective bargaining agreements, agreements concluded between the parties to the social partnership	Constantly	Paper documents and identical electronic documents.
411	Documents on verification of fulfilment of the terms of collective bargaining agreements, agreements concluded between the parties to social partnership	10 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
412	Documents on the resolution of labour disputes by conciliation commissions	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
413	Documents on the strike movement	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
414	Documents on transferring employees to a reduced working day or working week	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
415	Documents on labour discipline violations	3 years	Electronic documents*.
416	Documents on the accounting of working hours	3 years	Electronic documents*.
417	Timesheets (schedules), working time logs	5 years	Electronic documents*. For employees in difficult, hazardous or dangerous working environment – 75 years.
418	Analysis of labour efficiency of employees and structural units: 1) consolidated annual ones;	Constantly	Electronic documents*. In the absence of annual ones – constantly.
	2) quarterly ones	3 years	
419	Employee scorecards on labour efficiency and quality of work	1 year	Electronic documents*.

6.2. Labour standardisation, tariffication, remuneration of labour

420	Labour standards (norms of time, output, service, headcount, rates, rationed tasks, uniform and standard norms)	Constantly	Paper documents and identical electronic documents.
421	Production rates and prices	Constantly	Paper documents and identical electronic documents. Temporary standards of work and rates - 3 years After replacement with new ones.
422	Documents on the development of performance standards and rates	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
423	Unified Tariff and Qualification Directory of Workers and Professions, Qualification Directory of Employee Positions	Constantly	Paper document and identical electronic documents.
424	Register of political civil servant posts, categories and register of administrative civil servant posts	Constantly	Paper document and identical electronic documents.
425	Register of civil servants	Constantly	Paper document and identical electronic documents.
426	Tariff statements (lists)	15 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
427	Documents on revision and application of performance standards, rates, wage grids and rates, improvement of various forms of labour remuneration, forms of monetary allowances	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
428	Documents on compliance with labour rationing rules, on expenditure of the wage fund	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
429	Documents on labour remuneration, payment of salary and calculation of length of service to employees	5 years	Paper documents and identical electronic documents.
430	Documents on bonus payments to employees	5 years	Electronic documents*.

431	Correspondence on the formation and use of financial incentive funds	5 years	Electronic documents*.
6.3. Occupational health and safety			
432	Documents on labour conditions assessment of workplaces	10 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents. Under severe, harmful and hazardous working conditions – 75 years.
433	Acts, safety regulations, documents on their fulfilment	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
434	Comprehensive improvement plans for working conditions, occupational health and safety, sanitary and epidemiological measures and documents on their implementation	Constantly	Paper documents and identical electronic documents.
435	Documents on the findings of inspections of the implementation of labour protection agreements (acts, certificates, notes and other documents)	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
436	Documents on the conditions and use of labour of women and adolescents	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
437	List of jobs where it is prohibited to employ workers under eighteen years of age	Constantly	Paper document and identical electronic documents.
438	List of professions with harmful and (or) hazardous working conditions, heavy jobs	Constantly	Paper document and identical electronic documents.
439	Lists of employees engaged in production with harmful and (or) hazardous labour conditions, heavy work	45 years	Paper documents and identical electronic documents.
440	Documents on the causes of morbidity of employees of organisations	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
441	Acts of investigation of occupational diseases (poisonings)	5 years	Paper documents and identical electronic documents.

442	Insurance contracts for employees against accidents in the performance of their labour (official) duties	5 years	Paper documents and identical electronic documents. Once the contract has been expired.
443	Documents on employee safety training	5 years	Electronic documents*.
444	Safety certification protocols	5 years	Electronic documents*.
445	Logs, record books (electronic databases): 1) preventive safety works;	5 years	Electronic documents*. Where appropriate databases are available.
	2) safety induction for personnel;	5 years	Electronic documents*. Where appropriate databases are available.
	3) conducting safety certification	5 years	Electronic documents*. Where appropriate databases are available.
446	Information on accidents and incidents	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents. Data on accidents related with the loss of human life – constantly.
447	Logs of labour-related accidents and other health injuries at work	45 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
448	Documents on labour-related accidents	45 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents. Associated with major material damage and loss of life – constantly.
449	Documents on injuries, occupational diseases (poisonings) and measures to eliminate them	10 years EXPERT REVIEW COMMISSION	Electronic documents*.
450	Documents on supplying workers and employees with special clothing and other personal protective equipment, therapeutic and preventive nutrition	3 years	Paper documents and identical electronic documents.
451	Logs of enforcement of fines orders	3 years	Electronic documents*. After payment of the last fine recorded in the logbook.
452	Logs of administrative penalties for violation of	3 years	Electronic documents*.

	sanitary and hygienic norms and rules		
453	Correspondence on preventive and sanitary-hygienic measures, health check-ups of employees	3 years	Electronic documents*.
454	Lists of professions whose employees are subject to mandatory health check-ups	Constantly	Paper documents and identical electronic documents.
455	Questionnaires for the survey of working conditions of employees	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
7. Staffing			
7.1. Employment			
456	Documents on presence, movement, staffing, employment of personnel	5 years	Electronic documents*.
457	Documents on the dismissal and need for employees, job creation, gender and age structure and professional qualification composition of dismissed and required employees	5 years	Electronic documents*.
458	Documents on provision of quota of vacant jobs for vulnerable categories of persons	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
459	Proposals of organisations on the need to employ foreign workers and the volume of quotas for foreign nationals to work in the Republic of Kazakhstan	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
460	Correspondence on employment issues	5 years	Electronic documents*.
7.2. Recruitment, transfer and dismissal of employees			
461	Documents on the status and review of human resources management	Constantly	Paper documents and identical electronic documents.
462	Correspondence on recruitment, verification, allocation, transfer, personnel records	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
463	Documents on the formation of the employee reserve	5 years	Electronic documents*.

464	Details of the composition of employees occupying public positions by gender, age, education, length of service for the year	Constantly	Paper documents and identical electronic documents.
465	Employer's written notifications of dismissal of employees indicating grounds, not included in personnel files	5 years	Paper documents and identical electronic documents.
466	Legal acts (regulations, instructions) on personal data of employees	Constantly	Paper documents and identical electronic documents.
467	Employment agreements, contracts	75 years	Electronic documents*. If appropriate information systems are available.
468	Personal files (applications, autobiographies, copies and extracts from decrees, resolutions, orders, instructions, copies of personal documents, copies of pension contracts, characteristics, CVs, personnel record sheets, employment contracts, questionnaires, service lists, attestation lists and other documents):	Constantly	Paper documents and identical electronic documents.
	1) political civil servants;		
	2) heads of organisations of regions, cities of republican significance, capital city;	Constantly	Paper documents and identical electronic documents.
	3) employees holding the highest distinctions, honourable state and other titles, awards, academic degrees;	Constantly	Paper documents and identical electronic documents.
	4) employees, including administrative state and civil servants	75 years	Paper documents and identical electronic documents.
469	Employees' personal cards, including temporary employees	75 years	Paper documents and identical electronic documents.
470	Documents of persons not hired	until the need passes	Electronic documents*.
471	Genuine personal documents	On demand	Paper documents and identical electronic documents. Unclaimed ones - at least 50 years (unclaimed employment

			records - 10 years after the employee reaches the normal retirement age).
472	Documents not included in personal files (certificate of declaration submission, certificate 075, certificates from mental and drug treatment clinics)	5 years	Paper documents and identical electronic documents.
473	Applications of employees regarding consent to the processing of personal data	1 year	Paper documents and identical electronic documents.
474	Acts of acceptance and transfer of personal files of public and civil servants in case of transfer to a new position	3 years	Paper documents and identical electronic documents.
475	Minutes of meetings of competition commissions for filling vacant positions, election to the positions, and documents to them	5 years ERC	Electronic documents*.
476	Correspondence on the public and civil service	5 years	Electronic documents*.
477	Correspondence on issues related to confirmation of employees' length of service	5 years	Electronic documents*.
478	Receipt and expenditure books of labour book blanks and inserts thereto	5 years	Electronic documents*.
479	Minutes of meetings of commissions to establish the length of service of employees and documents to them	5 years	Paper documents and identical electronic documents.
480	Minutes of sessions of disciplinary commissions (councils) and documents thereto (decisions, clarifications, recommendations and other documents)	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
481	Documents on matters related to observance of requirements to the official conduct of employees and settlement of conflicts of interest (statements, protocols, notes and other documents)	5 years EXPERT REVIEW COMMISSION	Electronic documents*. After the conflict is resolved.



482	Documents on the facts of inducement of state and civil servants to commit corruption offences, on the performance by state and civil servants of other paid activities	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
483	Documents on official checks of state and civil servants	5 years ERC	Paper documents and identical electronic documents.
484	Lists (electronic databases) of: 1) engineering and technical workers with higher and secondary specialized education;	75 years	Electronic documents*. If appropriate information systems are available.
	2) young specialists with higher and secondary specialized education;	5 years	Electronic documents*.
	3) persons who have defended dissertations and received academic degrees;	5 years ERC	Electronic documents*.
	4) candidates for nomination by position;	5 years	Electronic documents*.
	5) persons who have passed certification;	3 years	Electronic document*.
	6) veterans of the Great Patriotic War and persons equated to them;	Constantly	Paper documents and identical electronic documents.
	7) persons liable for military service;	3 years	Electronic document*.
	8) awarded with state and other awards, awarded with state and other titles, prizes ;	Constantly	Paper documents and identical electronic documents.
	9) employees;	75 years	Paper documents and identical electronic documents.
	10) on-the-job trainees	5 years	Electronic document*.
485	Applications for processing and obtaining foreign visas	5 years	Electronic documents*. If there are appropriate information systems.
486	Correspondence with military authorities on registration of conscription and deferment from conscription of persons liable for military duty, on military registration issues	3 years	Electronic documents*. If there are appropriate information systems.

487	Documents on the reservation of citizens in the reserve	5 years	Electronic documents*. If there are appropriate information systems.
488	Logs of inspections of the state of military registration and reservation of civilians in the reserves	5 years	Paper documents and identical electronic documents.
489	Schedules of leave	1 year	Electronic documents*.
490	Documents on bringing to account persons who violated labour discipline	3 years	Electronic documents*.
491	Books, logs, record cards (electronic databases): 1) admission, relocation (transfer), dismissal of employees;	75 years	Electronic documents*. If there are appropriate information systems.
	2) personal files, personal cards, labour agreements (contracts), labour agreements;	75 years	Electronic documents*. If there are appropriate information systems.
	3) issuance (accounting of movement) of labour books and inserts thereto;	75 years	Electronic documents*. If there are appropriate information systems.
	4) issuance of certificates on salary, length of service, place of work;	5 years	Electronic documents*.
	5) persons subject to military registration;	3 years	Electronic documents*. If there are appropriate information systems.
	6) registration of arrival and departure of employees and their family members assigned to foreign representative offices and institutions of the Republic of Kazakhstan, international organisations;	5 years	Electronic documents*. If there are appropriate information systems.
7.3. Establishing the qualifications of employees			
492	Minutes of meetings, resolutions (decisions) of attestation, qualification, tariff commissions and documents thereto	15 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents. At enterprises with heavy, harmful and hazardous labour conditions – 75 years EXPERT REVIEW COMMISSION.
493	Qualification criteria	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
	Documents on determination (evaluation)		

494	of professional qualities, capabilities of employees	5 years	Electronic documents*.
495	Correspondence on certification, qualification examinations	5 years	Electronic documents*.
496	Lists of members of attestation, qualification and tariff commissions	5 years	Electronic documents*.
497	Documents on tariffication of personnel	75 years	Paper documents and identical electronic documents.
498	Final summaries, data, statements of attestation, qualification examinations	5 years	Electronic documents*.
499	Logs of issuing diplomas, licences, certificates of qualification category assignment	5 years	Electronic documents*.
500	Schedules of certification and qualification programmes	1 year	Electronic documents*.
7.4. Professional training and advanced training of employees			
501	Documents on training, retraining, second profession training, professional development of the organisation's employees	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
502	Model educational programmes (long-term and target programmes)	Constantly	Paper documents and identical electronic documents.
503	Curricula, programmes, assignments, teaching and learning aids, lists of recommended textbooks, methodological and teaching aids, educational films	Constantly	Paper documents and identical electronic documents.
504	Term papers and control works of students of educational institutions (organisations) providing advanced training for employees	1 year	Electronic documents*. If there are appropriate information systems.
505	Correspondence on the organisation of work of educational institutions (organisations) providing advanced training for employees	3 years	Electronic documents*.

506	Documents on the equipment of training laboratories, classrooms, workshops, provision of training programmes, educational and methodical literature and training films	3 years	Electronic documents*.
507	Documents on advanced training (plans, reports, agreements on advanced training of employees, work schedules of educational institutions (organisations) providing advanced training of employees)	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
508	Record books of control works of students of educational institutions (organisations) providing advanced training for employees	3 years	Electronic documents*.
509	Books, logs (electronic databases) of records of attendance by trainees of training institutions (organisations) providing advanced training for employees	1 year	Electronic documents*. If there are appropriate information systems.
510	Time sheets for teaching staff	5 years	Electronic documents*.
511	Hourly rates of pay for teachers and counsellors	3 years	Electronic documents*. After replacement with new ones.
512	Documents on holding classes, consultations, credits	1 year	Electronic documents*.
513	Documents on the accrual of scholarships to employees in training	5 years	Electronic documents*.
514	Documents on organising and holding internships and traineeships for trainees	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
515	Documents on organising and implementing educational and industrial excursions	1 year	Electronic documents*.
516	Lists, statements of distribution by training profile of trainees of educational institutions (	5 years	

	organisations) providing advanced training for employees		Electronic documents*. After completing the training.
517	Lists of persons graduated from educational institutions (organisations) engaged in advanced training of employees	5 years	Electronic documents*.
518	Logs of registration of issuance of certificates of graduation from educational institutions (organisations) involved in advanced training of employees	5 years	Electronic documents*.
7.5. Awarding			
519	Documents on presentation for awarding state awards of the Republic of Kazakhstan, departmental awards, conferring titles, awarding prizes: 1) in awarding organizations;	Constantly	Paper documents and identical electronic documents.
	2) in representing organizations	Constantly	Paper documents and identical electronic documents.
520	Logs (electronic databases) of records of issuance of state and departmental awards	Constantly	Electronic documents*. If there are appropriate information systems.
521	Documents confirming the right to issue certificates of participants in armed conflicts, liquidation of accidents and other emergencies	75 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
522	Petitions for issuance of duplicates of documents to state awards to replace lost ones and documents thereto	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
523	Logs (electronic databases) of records of issuance of duplicates of documents for lost state and departmental awards	Constantly	Electronic documents*. If there are appropriate information systems.
524	Correspondence on awarding employees, conferring honourable titles, awarding prizes	5 years EXPERT REVIEW COMMISSION	Electronic documents*.

525	Minutes of conferring state and departmental awards	Constantly	Paper documents and identical electronic documents.
526	Excluded by the Order of the Minister of Culture and Sports of the Republic of Kazakhstan dated 29.06.2023 № 157 (effective ten calendar days after the date of its first official publication).		
527	Documents on deprivation of state awards	Constantly	Paper documents and identical electronic documents.
8. Economic, scientific, cultural ties			
8.1. Organisation of economic, scientific and cultural ties			
528	Charters, regulations of international organisations (associations) where the organisation is a member	Constantly	Paper documents and identical electronic documents.
529	Regulatory (administrative) documents of international organisations of which the organisation is a member	Constantly	Paper documents and identical electronic documents.
530	Plans, programmes, draft agreements, protocols, decisions, records of conversations, analytical data, biographical information, notes, letters on the preparation, conduct and results of summits, forums, congresses, conferences, interstate visits of officials and delegations, elections to bodies of international organisations	Constantly	Paper documents and identical electronic documents.
531	Documents on cooperation of the Republic of Kazakhstan with foreign states, international organisations in the field of foreign policy, various areas of economy, agriculture, law, military cooperation, social sphere, humanitarian cooperation	Constantly	Paper documents and identical electronic documents.
532	Guidelines (tasks) for specialists participating in the work of international organisations (associations)	Constantly	Paper documents and identical electronic documents.
533	Documents on joining international organisations (associations) (certificates, applications, notes,	Constantly	

	correspondence and other documents)		Paper documents and identical electronic documents.
534	Documents on the organisation of the protocol of interaction between the Republic of Kazakhstan and foreign states	Constantly	Paper documents and identical electronic documents.
535	Documents on the organisation of reception and stay of representatives of international and Kazakhstani organisations	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
536	Instructions (guidelines, assignments, recommendations) to the organisation's representatives on how to hold meetings (negotiations)	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
537	Documents on meetings (negotiations) with representatives of international and Kazakhstani organisations	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
538	Documents on the adoption of children-citizens of the Republic of Kazakhstan by foreign citizens and their consular registration	Constantly	Paper documents and identical electronic documents.
539	Documents for registration, re-registration, and destruction, as well as journals (electronic databases) for recording the issuance of diplomatic and service passports	5 years	Electronic documents*.
540	Documents on registration, issuance and prolongation of visas, issuance of legalisation certificates, request for documents	3 years	Electronic documents*.
541	Visa issuance registers (electronic databases)	3 years	Electronic documents*. If there are appropriate information systems.
542	Enquiries, notes, correspondence on consultations, signing conventions and agreements on consular matters, appointment of		Electronic documents*.

	Consuls General (Consuls), work with diplomatic missions accredited in the Republic of Kazakhstan	10 years	
543	Analytical information, media reviews, visit schedules, accreditation, reports on the image activities of the Republic of Kazakhstan in accreditation countries	5 years ERC	Electronic documents*.
544	Airspace authorisation documents	5 years	Electronic documents*.
545	Documents on confirmation of citizenship, identity, judicial and investigative cases, interaction with Kazakh diasporas and issuance of statements, certificates, consular records (copies of personal documents, applications, petitions, decisions, protocols, notes, letters and other documents )	5 years	Paper documents and identical electronic documents.
546	<b>Excluded by the Order of the Minister of Culture and Sports of the Republic of Kazakhstan dated 29.06.2023 № 157 (effective ten calendar days after the date of its first official publication).</b>		
547	Logs (electronic databases) , records of visits to the organisation by representatives of international organisations	5 years	Electronic documents*. If there are appropriate information systems.
<b>8.2. Implementation of economic, scientific and cultural relations</b>			
548	Contracts, treaties, agreements, treaties of intent for economic, scientific, cultural and other relations and documents thereto	Constantly	Paper documents and identical electronic documents.
549	Records of scientific and cultural conferences, seminars and meetings	Constantly	Paper documents and identical electronic documents.
550	Audiovisual documents on the organisation and conduct of scientific, economic, cultural and other events	5 years EXPERT REVIEW COMMISSION	Electronic documents*.



551	Documents on preparation of contracts, agreements, treaties	10 years EXPERT REVIEW COMMISSION	Electronic documents*.
552	Documents on the feasibility of co-operation	Constantly	Paper documents and identical electronic documents.
553	Books of registration of agreements, treaties, contracts on scientific, technical, economic, cultural and other types of co-operation	Constantly	Paper documents and identical electronic documents.
554	Programmes (forecasts, plans) on economic, scientific, technical, cultural and other types of cooperation and documents on their implementation	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
555	Reports of specialists on participation in the work of international organisations	Constantly	Paper documents and identical electronic documents.
556	Correspondence on issues of foreign economic activity	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
557	Conjunctural reviews on export-import supplies	Constantly	Paper documents and identical electronic documents.
558	Correspondence on the feasibility of exports and imports	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
559	Contracts with organisations for servicing delegations travelling on foreign business trips	3 years	Electronic documents*. Once the contract has been expired.
560	Documents on training, internship of foreign experts in the Republic of Kazakhstan and Kazakhstani experts abroad	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
9. Information support			
9.1. Collection (receipt), dissemination of information, marketing, advertising			
561	Documents on information activities, marketing	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
562	Information (analytical) reviews on the main areas of the organisation's activities	Constantly	Electronic documents*.
563	Correspondence with mass media to cover the main	5 years	Electronic documents*.

	activities of the organisation		
564	Correspondence on feedback and rebuttals of inaccurate information on the organisation's activities and documents thereto	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
565	Excluded by the Order of the Minister of Culture and Sports of the Republic of Kazakhstan dated 29.06.2023 № 157 (effective ten calendar days after the date of its first official publication).		
566	Documents on the need for scientific and information resources	3 years	Electronic documents*.
567	Correspondence on the translation of foreign literature	1 year	Electronic documents*.
568	Documents on the staffing and work of the organisation's reference and information services	3 years	Electronic documents*.
569	Excluded by the Order of the Minister of Culture and Sports of the Republic of Kazakhstan dated 29.06.2023 № 157 (effective ten calendar days after the date of its first official publication).		
570	Acts of inspection of the organisation's reference and information services	3 год	Electronic documents*. After the next inspection.
571	Acts of writing off books and periodicals	3 years	Electronic documents*. After the inspection.
572	Books, card catalogues, directories of records of materials of reference and information services of the organisation	Until no longer needed	Paper documents and identical electronic documents.
573	Contracts, agreements on informational support, exchange of information	5 years	Paper documents and identical electronic documents. Once the contract (agreement) has been expired.
574	Documents on accounting for the usage of scientific and technical data	3 years	Electronic documents*.
575	Information publications	Until no longer needed	Paper documents and identical electronic documents.
576	Articles, texts of TV and radio programmes, brochures, diagrams, photo and video documents covering the activities of the organisation	5 years EXPERT REVIEW COMMISSION	Electronic documents*.

577	Documents on the organisation's participation in exhibitions, fairs, presentations, meetings	10 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
578	Logs (electronic databases) of records of exhibition tours	3 years	Electronic documents*. If there are appropriate information systems.
579	Correspondence with publishers and printers on the production of printed matter and circulation of the publication	3 years	Electronic documents*.
580	Manuscripts of famous social and political figures, workers of literature, art, culture, science, technology, production, as well as those that received public recognition and were awarded prizes	Constantly	Paper documents and identical electronic documents.
9.2. Informatisation			
581	Documents on development and support of websites (web-site), web-portals (web-portal), other Internet resources	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
582	Correspondence on the development of information systems	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
583	Target programmes, informatisation concepts	Constantly	Paper documents and identical electronic documents.
584	Documents to target programmes, informatisation concepts	Constantly	Electronic documents*.
585	Passports of the organisation's informatisation	Constantly	Electronic documents*.
586	Contracts for design, development, implementation, operation, maintenance, and improvement of automated systems and software products	5 years EXPERT REVIEW COMMISSION	Electronic documents*. Once the contract has been expired.
587	Correspondence on registration certificates confirming conformity of electronic digital signature	5 years	Electronic documents*.
	Documents on registration certificates proving		

588	conformity of the electronic digital signature	Constantly	Electronic documents*.
589	Acts of commissioning of automated workstations with electronic digital signature tools	Constantly	Paper documents and identical electronic documents.
590	Acts on completion of work on installation and configuration of electronic digital signature packages	15 years EXPERT REVIEW COMMISSION	Electronic documents*.
591	Information exchange contracts, agreements	5 years	Electronic documents*. Once the contract, agreement has been expired.
592	Documents on accounting for the use of scientific and technical data	3 years	Electronic documents*.
593	Documents on issues in the field of informatisation	10 years EXPERT REVIEW COMMISSION	Electronic documents*.
594	Documents on support of the informatisation service model	5 years	Electronic documents*.
595	Documents on compliance with information security requirements for information systems	Constantly	Paper documents and identical electronic documents.
10. Procurement of goods, works and services, material, and technical support of activities			
10.1. Procurement of goods, works and services			
596	Annual procurement plans for goods, works and services, amendments and additions thereto	Constantly	Paper documents and identical electronic documents. In organisations purchasing goods, works and services using a special procedure – 5 years EXPERT REVIEW COMMISSION.
597	Provisional annual plans for procurement of goods, works and services	5 years	Paper documents and identical electronic documents.
598	Annual reports on the fulfilment of procurement plans for goods, works and services	Constantly	Paper documents and identical electronic documents.
599	Model competitive (tender, auction) documentation ( technical specifications, information on qualifications, applications, model contracts and others) for preparation of	Constantly	Paper document and identical electronic documents. In organisations purchasing goods, works and services using a special procedure –

	applications and participation in tenders ( tenders, auctions) for procurement of goods, works and services		5 years EXPERT REVIEW COMMISSION.
600	Competitive (tender, auction) documentation submitted by the organiser of the competition (tender, auction) to potential suppliers for participation in the competition (tender, auction) for procurement of goods, works and services ( technical specification or design and estimate documentation): 1) at the organisation - the organiser of the competition (tender, auction);	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
	2) at the organisation that won the competition ( tender, auction);	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
	3) at other organisations participating in a competition (tender, auction)	3 years	Electronic documents*.
601	Prescriptions, resolutions on elimination of revealed violations of the legislation of the Republic of Kazakhstan on procurement of goods, works and services and taking measures of responsibility to officials who committed violations	3 years	Electronic documents*.
602	Notifications on the facts of submission by a potential supplier of inaccurate data on qualification requirements	3 years	Electronic documents*.
603	Notifications on determination of the fact of breach by a potential supplier of the requirements of the legislation of the Republic of Kazakhstan on procurement of goods, works and services	3 years	Electronic documents*.

604	Notes to the draft tender documentation	3 years	Electronic documents*.
605	Queries for clarification of tender documentation provisions and documents on their consideration	3 years	Electronic documents*.
606	Minutes of pre-discussion of draft competitive (tender , auction) documentation and documents thereto	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
607	Minutes on the results of procurement of goods, works and services by competitive bidding and documents thereto	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
608	Expert opinions on conformity of goods, works and services to the technical specification	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
609	Documents on procurement , qualification selection of potential suppliers of goods , works and services	5 years	Electronic documents*.
610	Logs (electronic databases) of registration of:	5 years	Electronic documents*. If there are appropriate information systems.
	1) persons who received the tender documentation;	5 years	Electronic documents*.
	2) bids for the competition;	5 years	Electronic documents*.
	3) competitive bids;	5 years	Electronic documents*.
	4) quote submissions;	5 years	Electronic documents*.
	5) temporary transfer of bids of potential suppliers of goods, works and services to the tender commission, expert commission (expert)	5 years	Electronic documents*.
611	Minutes of sessions of the tender commission for qualification selection of potential suppliers of goods , works and services	5 years	Electronic documents*.
612	Applications, statements of potential suppliers for participation in a competition (tender) for procurement of goods, works and services:	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
	1) the organisation-winner of the competition;		

	2) organisations that took part in the competition;	3 years	Electronic documents*.
	3) rejected by the competitive (tender) commission	3 years	Electronic documents*.
613	Applications of potential suppliers for amendments and additions to the application for participation in a competition (tender) for procurement of goods, works and services: 1) the organisation-winner of the competition;	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
	2) organisations involved in the competition;	5 years	Electronic documents*.
	3) rejected by the competitive (tender) commission	5 years	Electronic documents*.
614	Price proposals of potential suppliers of procurement of goods, works and services: 1) the organisation-winner of the procurement;	5 years	Electronic documents*.
	2) organisations participating in the procurement or comparison of quotations;	3 years	Electronic documents*.
	3) rejected by the competitive (tender) commission, the organiser of procurement of goods, works and services;	3 years	Electronic documents*.
	4) provided after the time set in the protocol on admission to participation in procurement has expired	3 years	Electronic documents*.
615	Applications, notifications of potential suppliers on withdrawal of an application for participation in a competition (tender) for procurement of goods, works and services	3 years	Electronic documents*.
616	Notifications of refusal to purchase goods, works and services	3 years	Electronic documents*.
	Notifications of absence of members of the		

617	competitive (tender) commission, secretary of the commission and decisions on changes in the composition of the competitive (tender) commission, change of the secretary of the commission	3 years	Electronic documents*.
618	Bank guarantees to secure fulfilment of procurement contracts	5 years	Electronic documents*. After the expiry of the contract period.
619	Notifications (announcements) on the organisation winning the competition	3 years	Electronic documents*.
620	Data on the results of procurement of goods, works and services by single-source method (direct procurement)	3 years	Electronic documents*.
621	Claims to acknowledge a potential supplier as an unfair participant in procurement of goods, works and services	3 years	Electronic documents*.
622	Bids of potential suppliers for supply of goods, works and services by single-source method	3 years	Electronic documents*.
623	Minutes on the results of procurement of goods, works and services by single-source method (direct procurement)	5 years	Electronic documents*.
624	Contracts for the procurement of goods, works and services: 1) by competitive bidding;	5 years EXPERT REVIEW COMMISSION	Electronic documents*. Once the contract has been expired.
	2) by means of a request for quotations;	5 years	Electronic documents*. Once the contract has been expired.
	3) by single-source method (direct procurement)	5 years	Electronic documents*. Once the contract has been expired.
625	Lists of qualified potential suppliers of goods, works and services, register of domestic commodity producers	Until no longer needed	Electronic documents*.



626	Applications of customers, organisers of e-procurement for registration in the e-procurement system	3 years	Electronic documents*.
627	Registration cards for potential suppliers to register in the e-procurement system	3 years	Electronic documents*.
628	Contracts on registration of potential suppliers in the e-procurement information system	5 years	Electronic documents*. Once the contract has been expired.
629	Correspondence on purchases of goods, works and services	5 years	Electronic documents*.
10.2. Supply of activities			
630	Special terms of delivery of products and materials (raw materials)	Constantly	Paper documents and identical electronic documents.
631	Documents on the need (supply) for materials (raw materials), equipment, products on the issues of material and technical support of activities	5 years	Electronic documents*.
632	Contractual arrangements	5 years	Paper documents and identical electronic documents. Once the contract has been expired.
633	Specifications for shipment and dispatch of products, materials (raw materials), equipment	5 years	Electronic documents*. Imported equipment - until end of life.
634	Customs declarations	5 years	Paper documents and identical electronic documents. Subject to inspection (audit).
635	Logs (electronic databases) of records of materials (raw materials), products and equipment sent to consumers	5 years	Electronic documents*. If there are appropriate information systems.
636	Documents on the quality of incoming (dispatched) materials (raw materials), products, equipment	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
637		1 year	Paper documents and identical electronic documents. After the

	Warranty coupons for products, machinery, equipment		warranty period has expired.
638	Reports on balances, receipt and consumption of materials (raw materials), products, equipment	5 years	Electronic documents*.
639	Documents on release of goods and shipment of products from warehouses	5 years	Paper documents and identical electronic documents. Subject to inspection (audit).
10.3. Organising the storage of material and property valuables			
640	Warehouse stock ratios	3 years	Electronic documents*. After replacement with new ones.
641	Storage contracts	5 years	Paper documents and identical electronic documents. Once the contract has been expired.
642	Documents on accounting of receipt, consumption, availability of materials (raw materials), products, equipment balances at warehouses, bases	5 years	Paper documents and identical electronic documents. After write-off of tangible and intangible assets (movable property). Subject to inspection (audit).
643	Documents on warehousing of material and property valuables (movable property)	5 years	Paper documents and identical electronic documents. Subject to inspection (audit).
644	Books (electronic databases) of orders for the release of goods and products from warehouses	5 years	Electronic documents*. If there are appropriate information systems.
645	Books (electronic databases) for recording and writing off containers	1 year	Electronic documents*. If there are appropriate information systems.
646	Standards of natural loss, waste products	Constantly	Paper documents and identical electronic documents.
647	Correspondence on storage organisation of material and property valuables (movable property)	3 years	Electronic documents*.
648	Permits for export (import) of goods and materials (raw materials)	3 years	Paper documents and identical electronic documents.
11. Administrative and business affairs			
11.1. Compliance with internal regulations			

649	Documents on breach of internal regulations	1 year	Electronic documents*.
650	Documents on issuance, loss of certificates, permits, identification cards	1 year	Electronic documents*.
651	Books (electronic databases) of registration (record of issuance) of certificates, permits, identification cards	3 years	Electronic documents*. If there are appropriate information systems.
652	Acceptance certificates for blank certificates, permits, identification cards, expenditure certificates for destruction of certificates, passes and their stubs	1 year	Paper documents and identical electronic documents.
653	One-time passes, pass stubs for access to office buildings and removal of tangible assets	1 year	Paper documents and identical electronic documents.
654	Documents on admission to office premises after working hours and on weekends	1 year	Paper documents and identical electronic documents.
11.2. Maintenance of buildings, premises			
655	Documents on the protection of cultural heritage objects	Constantly	Paper documents and identical electronic documents.
656	Excluded by the Order of the Minister of Culture and Sports of the Republic of Kazakhstan dated 29.06.2023 № 157 (effective ten calendar days after the date of its first official publication).		
657	Documents on inventory of buildings and structures	Constantly	Paper documents and identical electronic documents.
658	Correspondence with public architectural and construction inspectorates on passportisation of buildings and structures	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
659	Insurance contracts for buildings, constructions and documents thereto	5 years	Paper documents and identical electronic documents. Once the contract has been expired.
660	Organisation location plans	3 years	Electronic documents*. After replacement with new ones.
661	Correspondence on the provision of premises to the organisation	5 years	Electronic documents*.

662	Documents on the state of buildings and premises occupied by the organisation, the need for major and current repairs	5 years	Paper documents and identical electronic documents.
663	Documents on the selection of management companies	5 years	Paper documents and identical electronic documents. After the re-election of a managing company.
664	Documents on environmental pollution by organisations	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
665	Energy supply contracts	5 years	Paper documents and identical electronic documents. Once the contract has been expired.
666	Documents on fuel and energy resources and water supply	3 years	Electronic documents*.
667	Documents on the preparation of buildings and structures for the heating season and preventive measures against natural disasters	3 years	Electronic documents*.
668	Logs (electronic databases) of malfunctions during operation of technical equipment of premises, buildings, structures	3 years	Electronic documents*. If there are appropriate information systems.
11.3. Transport services, internal communications			
669	Contracts of compulsory civil liability insurance of owners of motor vehicles and motor insurance contracts	5 years	Paper documents and identical electronic documents. Once the contract has been expired.
670	Documents on the organisation, development, condition and operation of the various modes of transport	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
671	Correspondence on allocation and assignment of vehicles to organisations and officials	3 years	Electronic documents*.
672	Contracts for the transfer of vehicles to the materially responsible person and organisation	3 years	Paper documents and identical electronic documents. Once the contract has been expired.

673	Documents on identification of the organisation's need for vehicles	3 years	Electronic documents*.
674	Contracts for carriage of goods and hire of vehicles	5 years	Paper documents and identical electronic documents. Once the contract has been expired.
675	Correspondence on the transportation of goods	3 years	Electronic documents*.
676	Requests for carriage of goods	1 year	Electronic documents*.
677	Terms and conditions for the transportation of goods	Constantly	Paper documents and identical electronic documents.
678	Documents on traffic safety of different types of transport	10 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
679	Logs (electronic databases) of road accident records	5 years	Electronic documents*. If there are appropriate information systems.
680	Technical specifications of vehicles	1 year	Paper documents and identical electronic documents. After vehicles have been written off.
681	Technical passports of vehicles	Prior to write-off of vehicles	Paper documents and identical electronic documents.
682	Documents on technical condition and write-off of vehicles	3 years	Paper documents and identical electronic documents. After vehicles have been written off.
683	Vehicle repair records	3 years	Electronic documents*.
684	Logs (electronic databases) of requests for repair and preventive inspection of vehicles	1 year	Electronic documents*. If there are appropriate information systems.
685	Documents on petrol, fuel and lubricants and spare parts consumption	1 year	Paper documents and identical electronic documents. After the inspection (audit) has been performed).
686	Documents on the release of vehicles on the line	1 year	Electronic documents*. After the inspection (audit) has been performed).
687	Waybills	5 years	Paper documents and identical electronic documents. Subject to inspection (audit).

688	Dispatch logs (electronic databases)	3 years	Electronic documents*. If there are appropriate information systems
689	Books, logs (electronic databases) for recording waybills	5 years	Electronic documents*. If there are appropriate information systems.
690	Documents on the development of communication facilities and their exploitation	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
691	Documents on organisation of protection of telecommunication channels and communication networks	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
692	Correspondence on the status of internal communication	5 years	Electronic documents*.
693	Permits for the installation and use of communications facilities	5 years ERC	Electronic documents*.
694	Contracts on the organization, operation, rental, and repair of internal communications	5 years	Paper documents and identical electronic documents. After the expiration of the contract.
695	Correspondence on performing works on telephonisation, radiofication, signalling and operation of internal communications of the organisation	3 years	Electronic documents*.
696	Diagrams of the organisation's internal communication lines	Until replaced by new ones	Paper documents and identical electronic documents.
697	Acts of commissioning of communication lines	1 year	Paper documents and identical electronic documents. After removal of the lines of communication.
698	Records of damage records , technical inspection and repair of communications equipment	1 year	Paper documents and identical electronic documents. Once the malfunction has been corrected.
699	Acts of acceptance of communication and signalling equipment after current and capital repairs	3 years	Paper documents and identical electronic documents. After repairs have been made.

700	Logs (electronic databases) of reports on damage to communications equipment	3 years	Electronic documents*. If there are appropriate information systems.
701	File cabinets, books (electronic databases) of communications records	5 years	Electronic documents*. If there are appropriate information systems.
11.4. Securing the organisation			
702	Documents on the organisation of general and fire protection of regime organisations	5 years	Paper documents and identical electronic documents.
703	Documents on organising work on civil defence and emergency situations	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
704	Orders of the head of civil defence of the facility	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
705	Notification plans for citizens in the reserve when mobilisation is announced	Until replaced by new ones	Paper documents and identical electronic documents.
706	Acts of certification of security premises, electronic computer equipment used in the premises	3 years	Paper documents and identical electronic documents. After recertification or end of service.
707	List of hazardous substances, production and consumption wastes, certain types of products	Constantly	Paper document and identical electronic documents.
708	Fire safety briefing registration logs	3 years	Paper documents and identical electronic documents.
709	Excluded by the Order of the Minister of Culture and Sports of the Republic of Kazakhstan dated 29.06.2023 № 157 (effective ten calendar days after the date of its first official publication).		
710	Documents (correspondence, acts) on identifying the causes of fires	5 years ERC	Paper documents on and identical electronic documents. With human casualties - constantly.
711	Correspondence on preventive measures in case of natural disasters, emergencies	5 years	Paper document and identical electronic documents.
712	Evacuation plans for people and material values in case of emergencies	Until replaced by new ones	Paper documents and identical electronic documents.
713	Standards of equipment and materials stocks in case of accidents	Constantly	Paper documents and identical electronic documents.

714	Records of investigation of emergency incidents during building security, fires, transport of valuables	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
715	Excluded by the Order of the Minister of Culture and Sports of the Republic of Kazakhstan dated 29.06.2023 № 157 (effective ten calendar days after the date of its first official publication).		
716	Logs (electronic databases) of records, lists of civil defence formations	1 year	Electronic documents*. If there are appropriate information systems.
717	Books (electronic databases) of property records of civil defence units	5 years	Electronic documents*. If there are appropriate information systems.
718	Documents (correspondence, lists) on the purchase of fire-fighting equipment and inventory	3 years	Electronic documents*. For lists – after replacing them with new ones
719	Excluded by the Order of the Minister of Culture and Sports of the Republic of Kazakhstan dated 29.06.2023 № 157 (effective ten calendar days after the date of its first official publication).		
720	Lists, schedules of persons on duty in organisations	1 year	Electronic documents*
721	Excluded by the Order of the Minister of Culture and Sports of the Republic of Kazakhstan dated 29.06.2023 № 157 (effective ten calendar days after the date of its first official publication).		
722	Records on the improvement of technical and fire safety of the organisation, on the arrangement and operation of technical facilities (plans, reports, acts and other documents)	5 years	Paper documents and identical electronic documents.
723	Books, logs (electronic databases) of acceptance (surrender) for protection of security premises, special vaults, safes (metal cabinets) and keys thereto, records of sealing of premises, acceptance and surrender of duty assignments	1 year	Electronic documents*. If there are appropriate information systems.
724	Security contracts	5 years	Paper documents and identical electronic documents. Once the contract has been expired.
	Documents on the deployment of security		



725	posts (scheme, correspondence on the issues of access control and intra-facility regime of the organization)	5 years	Paper documents and identical electronic documents. Schemes for the deployment of security posts are updated annually
726	Books, cards, records of the availability, movement and quality of weapons, ammunition and special equipment	Constantly	Paper documents and identical electronic documents.
727	Correspondence on the issuance of permits to keep and bear arms	5 years	Electronic documents*.
728	Excluded by the Order of the Minister of Culture and Sports of the Republic of Kazakhstan dated 29.06.2023 № 157 (effective ten calendar days after the date of its first official publication).		
729	Documents on operational issues of the organisation's security	1 year	Electronic documents*.
12. Social and housing issues			
12.1. Social issues			
730	Comprehensive social protection programmes	Constantly	Paper documents and identical electronic documents.
731	Correspondence on issues of state social insurance	5 years	Electronic documents*.
732	Accident insurance contracts for employees	5 years	Electronic documents*. Once the contract has been expired.
733	Lists of individuals (employees) and payment orders (invoices payable) for the transfer of obligatory pension contributions, obligatory occupational pension contributions	75 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
734	Lists of individuals (employees) and payment orders (invoices payable) for the transfer of obligatory social contributions	75 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
735	Lists of individuals (employees) and payment orders (invoices for payment) for the transfer of obligatory health insurance contributions	75 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.

736	Record cards, statements (databases) on accounting of obligatory pension contributions, obligatory professional pension contributions to accumulative pension funds, unified accumulative pension fund	75 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents. If there are appropriate information systems.
737	Record cards, statements (databases) on accounting for obligatory social contributions	75 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents. If there are appropriate information systems.
738	Registration cards, statements (databases) for recording contributions for compulsory social health insurance	5 years	Electronic documents*. If appropriate information systems are available.
739	Documents on social protection of employees (certificates, applications, decisions, correspondence and other documents)	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
740	Insurance (reinsurance) contracts for compulsory health care of employees and documents affecting amendments to these contracts	5 years	Paper documents and identical electronic documents. Once the contract has been expired.
741	Certificates of incapacity for work	5 years	Paper documents and identical electronic documents.
742	Books, logs (electronic databases) of registration of certificates of incapacity for work	5 years	Electronic documents*. If there are appropriate information systems.
743	Rules on preparation of documents and assignment of pensions to employees	Constantly	Paper documents and identical electronic documents.
744	Lists (electronic databases) of employees retiring on favourable pension schemes	5 years	Electronic documents*. If there are appropriate information systems Upon retirement.
745	Lists of persons eligible for additional payments (targeted social assistance)	Until replaced by new ones	Electronic documents*.
746	Logs, books (electronic databases) of records of	3 years	

	issued health insurance policies, certificates to rehabilitated persons		Electronic documents*. If there are appropriate information systems.
747	Agreements with health insurance organisations	5 years	Paper documents and identical electronic documents. Once the contract has been expired.
748	Documents (contracts, correspondence, vouchers) on medical and sanatorium-resort services for employees	5 years	Paper documents and identical electronic documents. For contracts – after the expiration of the contract
749	Excluded by the Order of the Minister of Culture and Sports of the Republic of Kazakhstan dated 29.06.2023 № 157 (effective ten calendar days after the date of its first official publication).		
750	Excluded by the Order of the Minister of Culture and Sports of the Republic of Kazakhstan dated 29.06.2023 № 157 (effective ten calendar days after the date of its first official publication).		
751	Excluded by the Order of the Minister of Culture and Sports of the Republic of Kazakhstan dated 29.06.2023 № 157 (effective ten calendar days after the date of its first official publication).		
752	Correspondence on the procurement of vouchers to children's health camps	1 year	Electronic documents*.
753	Documents on charitable activities	Constantly	Paper documents and identical electronic documents.
754	Lists of natural persons, organisations that are the objects of charity	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
12.2. Household issues			
755	Logs (electronic databases) of housing stock registration	Constantly	Electronic documents*. If there are appropriate information systems.
756	Minutes of meetings of housing commissions and documents thereto	Constantly	Paper documents and identical electronic documents.
757	Books (electronic databases) of records of employees of organisations in need of housing	10 years	Electronic documents*. If there are appropriate information systems After the provision of living space.
758	Books, logs (electronic databases) of records of certificates issued from the place of employment on the position held and the amount of salary	5 years	Electronic documents*. If there are appropriate information systems.

759	Documents on the survey of living conditions of employees	5 years	Paper documents and identical electronic documents. After the provision of living space.
760	Contracts on the right to use (rent) residential premises, lease and exchange of residential premises	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents. Once the contract has been expired.
761	Books (electronic databases) of registration of documents on transfer of residential premises into ownership of citizens and records of privatised living space	Constantly	Electronic documents*. If there are appropriate information systems.
762	Books, logs (electronic databases) of registration of: 1) applications for privatisation of housing;	Constantly	Electronic documents*. If there are appropriate information systems.
	2) housing privatisation agreements;	Constantly	Electronic documents*. If there are appropriate information systems.
	3) issuing contracts for privatisation of housing	Constantly	Electronic documents*. If there are appropriate information systems
763	Correspondence on move-in, eviction and extension of the period of use of residential premises	5 years EXPERT REVIEW COMMISSION	Electronic documents*.
764	Accommodation reservation documents	5 years	Paper documents and identical electronic documents. After the reservation has been finalised.
765	Documents for privatisation of housing	Constantly	Paper documents and identical electronic documents.
766	Documents on alienation of the residential area of minors	Constantly	Paper documents and identical electronic documents.
767	Records of the assignment of residential premises to minor children	3 years	Paper documents and identical electronic documents. After reaching the age of majority.
768	Agreements of sale and purchase, donation of residential premises to employees of the organisation	Constantly	Paper documents and identical electronic documents.

769	Agreements on retention of the right of use for a temporarily absent tenant of the residential premises	5 years	Paper documents and identical electronic documents. After the reservation has been lifted.
770	Documents for retaining the right of use for a temporarily absent tenant of the residential premises	5 years	Paper documents and identical electronic documents. Upon the employer's return.
771	Agreements for life maintenance with dependence	Constantly	Paper documents and identical electronic documents.
772	Documents on lease, gift, testament, purchase and sale of residential premises to employees of the organisation	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
773	Correspondence on eviction of persons from office premises, unauthorised premises and premises recognised as emergency premises	5 years	Electronic documents*. Once the living space has been vacated.
774	Database of citizens' registration	Constantly	Electronic documents*. If there are appropriate information systems.
775	Minutes of meetings of the boards of flat owners' co-operatives	Constantly	Paper documents and identical electronic documents.
776	Personal accounts of lodgers	5 years	Paper documents and identical electronic documents. After replacement with new ones
777	Maintenance contracts for residential premises owned by the organisation	5 years	Paper documents and identical electronic documents. Once the contract has been expired.
778	Documents on maintenance of buildings, adjacent territories, premises in proper technical and sanitary-hygienic condition	3 years	Paper documents and identical electronic documents.
779	Correspondence on communal maintenance of the residential area owned by the organisation	3 years	Electronic documents*.
780	Flat fee documents	5 years	Electronic documents*.
781	Records on collective gardening and horticulture	5 years	Paper documents and identical electronic documents.

782	Minutes of meetings of boards of gardening associations, documents thereto	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
13. Activities of primary trade unions and other public associations			
783	Documents on general, reporting and election conferences, meetings	Constantly	Paper documents and identical electronic documents.
784	Documents on the organisation and holding of reporting and election campaigns, public events	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
785	Documents on the election of the governing authorities of the primary trade union organisation (public association)	During the term of office	Paper documents and identical electronic documents.
786	Plans for implementing critical comments and suggestions made to the primary trade union organisation (public association)	Constantly	Paper documents and identical electronic documents.
787	Documents on admission to membership in the primary trade union organisation (public association), transfer of membership fees, provision of material assistance, receipt, cancellation of membership cards	3 years	Paper documents and identical electronic documents.
788	Statements of membership fees and donations	5 years	Paper documents and identical electronic documents.
789	Documents on the receipt and expenditure of state subsidies from trade union (public) organisations	Constantly	Paper documents and identical electronic documents.
790	Correspondence on arrears, payment of membership fees and expenditure of funds of the primary trade union organisation (public association)	3 years	Electronic documents*.
791	Record cards of members of the primary trade union organisation (public association)	Prior to deregistration	Paper documents and identical electronic documents.

792	List of vacated positions by primary trade union organisation (public association)	Constantly	Paper document and identical electronic documents.
793	Lists and record cards of dismissed employees of the primary trade union organisation (public association)	75 years	Paper documents and identical electronic documents.
794	Books, logs (electronic databases) of records of issuing membership cards and record cards	3 years	Electronic documents*. If there are appropriate information systems.
795	Samples of membership cards, sketches of symbols and attributes	Constantly	Paper documents and identical electronic documents.
796	Reports on the number of ticket forms received and spent	3 years	Paper documents and identical electronic documents.
797	Documents on the implementation of the main activities of the primary trade union organisation (public association) (programmes, regulations, protocols and other documents)	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
798	Plans of joint actions of primary trade union organisations (public associations) to implement public undertakings	Constantly	Paper documents and identical electronic documents.
799	Documents on participation of the organisation's employees in voluntary formations (environmental control posts, voluntary rescue service, groups for restoration of cultural monuments) at the national and local levels	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
800	Documents on meetings, demonstrations, strikes and other public events	Constantly	Paper documents and identical electronic documents.
801	Joint decisions of the primary trade union organisation and the employer on the regulation of social and labour relations in the organisation	Constantly	Paper documents and identical electronic documents.

802	Records on the involvement of a primary trade union organisation (public association) in national and local elections, referendums and polls	Constantly	Paper documents and identical electronic documents.
803	Documents on sociological surveys of the population	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
804	Documents on exercising control over the implementation of the terms of concluded agreements, collective bargaining agreements, observance of labour legislation by employers and officials, use of funds formed at the expense of insurance contributions	5 years EXPERT REVIEW COMMISSION	Paper documents and identical electronic documents.
805	Documents of the governing authorities of the primary trade union organisation (public association) - committees, councils, bureaus, boards, sections, groups	Constantly	Paper documents and identical electronic documents.
806	Documents on delegating members of a primary trade union organisation (public association) to national and international forums	5 years	Paper documents and identical electronic documents.
807	Correspondence on financial and economic activities of the primary trade union organisation (public association)	5 years	Paper document and identical electronic documents.

Note:

\* If there is no electronic document flow system, documents shall be drawn up in hard copy.

Document sent for information and guidance shall be retained until required.

The mark “Until no longer needed” shall signify that the documentation is of practical value only. Their retention period shall be determined by the organisation itself, but shall not be less than one year.

The mark “EXPERT REVIEW COMMISSION” - an expert-review commission shall imply that a part of such documents may have scientific and historical significance and may be transferred to state archives or stored in organisations that are not sources of acquisition. In the latter case, instead of “EXPERT REVIEW COMMISSION” marking, the marking “EC” -



an expert commission, “CEC” - a central expert commission - shall be used in the nomenclature of cases.

In organisations that are not sources of the National Archive Fund of the Republic of Kazakhstan, documents with a “Constantly” retention period shall be kept until the liquidation of the organisation.

Records containing state secrets and confidential data shall be stored as per the Laws of the Republic of Kazakhstan of November 24, 2015 “On Informatisation” and March 15, 1999 “On State Secrets”.

To record the documents formed in the organisation and not included in this List, the public authorities managing the relevant branch (sphere) of public administration or non-governmental organisations shall develop branch (departmental) lists of documents, generated in the activities of state and non-state organisations, with indication of retention periods and agreed with the competent authority responsible for archives and documentary support of management.

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