

**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.

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| *Acting* |
| *Minister of Culture and Sport* |
| *of the Republic of Kazakhstan* | *A. Batalov* |

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| "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  \_\_\_\_\_\_\_ А. Myrzahmetov  dated November 10, 2017 | |
| "AGREED"  Minister of Justice of the Republic of Kazakhstan\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ М. 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  \_\_\_\_\_\_\_\_\_\_\_\_\_ К. 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  \_\_\_\_\_\_\_\_\_\_\_\_\_ А.Kurenbekov dated October 30, 2017 | |
| "AGREED" Chairman of the Agency of the Republic of Kazakhstan for Civil Service Affairs and Anti Corruption \_\_\_\_\_\_\_\_\_\_ К. Коzhamzharov 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  \_\_\_\_\_\_\_\_\_ К. Abdrahmanov dated October 16, 2017 | | "AGREED" The Chairman of the National Security Committee of the Republic of Kazakhstan \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ К. 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ К. Kassymov dated October 6, 2017 | |
| "AGREED" Minister of Energy of the Republic of Kazakhstan \_\_\_\_\_\_\_\_\_\_\_\_\_ К. Bozumbaev dated October 16, 2017 | | "AGREED" Chairman of the Accounting Committee for Control over Execution of Republican Budget of the Republic of Kazakhstan  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Н. Abdibekov dated October 17, 2017 | |
| "AGREED" Acting Chairman of the Supreme Court of the Republic of Kazakhstan \_\_\_\_\_\_\_\_\_\_\_\_ А. Rahmetulin dated October 19, 2017 | "AGREED" Acting Secretary of Defense of the Republic of Kazakhstan \_\_\_\_\_\_\_\_\_\_\_\_M. Maikeev dated October 27, 2017 | |

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|  | 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-НК (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

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| 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\*. |
| 15 | 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 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; | Constantly | Paper documents and identical electronic documents |
| 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; | Constantly | Paper documents and identical electronic documents |
| 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; | Constantly | Electronic documents\*. |
| 4) meetings of the Central Election Commission of the Republic of Kazakhstan, territorial, district and precinct election commissions; | Constantly | Paper documents and identical electronic documents |
| 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 Comission) | 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\*. |
| 16 | Documents on holding international, republican, branch congresses, symposiums, congresses, conferences, meetings, seminars, contests, jubilee, celebrations and other events | Constantly | Paper documents and 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 bodies and other organisations in the main areas of activity | 5 years EXPERT REVIEW COMMISSION | Electronic documents\*. |
| 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\*. |
| 32 | Books, logs, cards (databases) of registration of reception of individuals, representatives of legal entities, registration and control of execution of appeals of individuals and legal entities | 5 years | Electronic documents\*.  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. |
| 39 | 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 | Documents on passing accreditation | 5 years EXPERT REVIEW COMMISSION | Electronic documents\*. Upon termination of 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 convertible into shares of the joint-stock company 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. |
| 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\*. |
| 122 | Books, cards, registration books (electronic registration and control forms in an automated information system):  1) legislative acts and subordinate regulatory legal acts; | 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. |
| 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 | 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). | | |
| 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\*. |
| 142 | Logs, record books:  1) electronic data carriers, software and hardware 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. |
| 147 | Case inventories:  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 | | | |
| 153 | Documents of the State Planning System in the 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. |
| 172 | Annual plans of organisations, documents 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 – сonstantly. |
| 3) quarterly ones; | 1 year | Electronic documents\*. In the absence of annual and semi-annual ones – сonstantly. |
| 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\*. |
| 237 | Reports on planned loan proceeds:  1) annual ones; | 5 years | 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. |
| 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. |
| 260 | 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:  1) annual ones; | Constantly | Paper documents and 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 International Financial Reporting Standards or other standards | Constantly | 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. |
| 277 | Correspondence on the purchase of household 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 – сonstantly.  Cumulative total for the fourth quarter – сonstantly. |
| 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 – сonstantly. |
| 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 (contracts, bids, valuation acts, correspondence and other documents) | 5 years | Paper documents and identical electronic 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 – сonstantly. |
| 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. |
| 350 | Reports on assessment of implementation of state, sectoral programmes and strategic plans of the industry development:  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 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 – сonstantly. |
| 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 |
| 4) monthly ones | 1 year | Electronic documents\*. In the absence of annual, 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 – сonstantly. |
| 3) quarterly ones; | 3 years | Electronic documents\*. In the absence of annual and semi-annual ones – сonstantly. |
| 4) monthly ones | 1 year | Electronic documents\*. In the absence of annual, semi-annual and quarterly ones– сonstantly. |
| 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 | Cadastres of immovable property, natural resources, soil score maps and documents certifying the degree of value of immovable property | Constantly | 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 into ownership and/or land use and documents thereto | Constantly | 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, acts, inventories, correspondence and other documents) | Constantly | Paper documents and identical electronic documents. Once the 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 – сonstantly. |
| 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– сonstantly. |
| 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 – сonstantly. |
| 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 sanitary and hygienic norms and rules | 3 years | Electronic documents\*. |
| 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):  1) political civil servants; | Constantly | Paper documents and identical electronic documents. |
| 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\*. |
| 494 | Documents on determination (evaluation) 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 (organisations) providing advanced training for employees | 5 years | 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, correspondence and other documents) | Constantly | 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 Consuls General (Consuls), work with diplomatic missions accredited in the Republic of Kazakhstan | 10 years | Electronic documents\*. |
| 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 | 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). | | |
| 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. |
| 8.2. Implementation of economic, scientific and cultural relations | | | |
| 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 activities of the organisation | 5 years | Electronic documents\*. |
| 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\*. |
| 588 | Documents on registration certificates proving 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 applications and participation in tenders (tenders, auctions) for procurement of goods, works and services | Constantly | Paper document and identical electronic documents. In organisations purchasing goods, works and services using a special procedure – 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:  1) persons who received the tender documentation; | 5 years | Electronic documents\*.  If there are appropriate information systems. |
| 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:  1) the organisation-winner of the competition; | 5 years EXPERT REVIEW COMMISSION | Electronic documents\*. |
| 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\*. |
| 617 | Notifications of absence of members of the 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 | Warranty coupons for products, machinery, equipment | 1 year | Paper documents and identical electronic documents. After the 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. |
| 725 | Documents on the deployment of security 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 issued health insurance policies, certificates to rehabilitated persons | 3 years | 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.

      An index of document types shall be used for convenience in working with the List.

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