



On approval of the Rules for Centralized State Accounting of Documents of the National Archival Fund

Unofficial translation

Order Acting Minister of Culture and Sports of the Republic of Kazakhstan dated July 25, 2018 № 168. Registered with the Ministry of Justice of the Republic of Kazakhstan on July 31, 2018 № 17249.

Unofficial translation

In accordance with subparagraph 2-7) of paragraph 2 of Article 18 of the Law of the Republic of Kazakhstan "On National Archive Fund and Archives" and subparagraph 2) of paragraph 3 of Article 16 of the Law of the Republic of Kazakhstan "On State Statistics" I **hereby ORDER:**

Footnote. The preamble - in the wording of the order of the acting Minister of Culture and Sports of the Republic of Kazakhstan dated 16.08.2022 No. 239 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

1. That the enclosed Rules for the Centralized State Accounting of Documents of the National Archival Fund shall be approved.

2. The following orders shall be deemed to have lost force:

1) Order No. 27 of the Minister of Culture and Information of the Republic of Kazakhstan of February 6, 2013 "On Approval of the Rules for Centralized State Accounting of Data on the Documents Content of the National Archival Fund" (registered in the Register of State Registration of Regulatory Legal Acts under No. 8366, published in Kazakhstankaya Pravda newspaper on March 20, 2013 under No. 101-102 (27375-27376).

2) Order No. 321 of the Minister of Culture and Sports of the Republic of Kazakhstan of December 9, 2016, "On Introduction of Amendments to Order No. 27 of the Minister of Culture and Information of the Republic of Kazakhstan of February 6, 2013 "On Approval of the Instruction on the Centralized State Accounting of Documents of the National Archival Fund of the Republic of Kazakhstan" (registered in the Register of State Registration of Regulatory Legal Acts under No. 14654, published on January 20, 2017 in the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan).

3. In the manner prescribed by the laws, the Department of the Archiving and Documentation of the Ministry of Culture and Sports of the Republic of Kazakhstan, shall ensure:

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

2) within ten calendar days from the date of the state registration of this order, sending the electronic copy hereof both in the Kazakh and Russian languages to Republican State Enterprise on the Right of Economic Management “Republican Center for Legal Information” for official publication and inclusion into the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan;

3) within two working days after its enactment, the placement of this order on the Internet resource of the Ministry of Culture and Sports of the Republic of Kazakhstan;

4) within two working days after the execution of the measures provided for by this paragraph, the submission of the information on the implementation of the activities to the Legal Department of the Ministry of Culture and Sports of the Republic of Kazakhstan.

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

5. This order shall enter into force upon the expiry of ten calendar days after the day of its first official publication.

*Acting Minister of Culture and Sports
of the Republic of Kazakhstan*

Y. Kozhagapanov

"Agreed"

Bureau of National Statistics
of the Agency for Strategic
Planning and Reforms
of the Republic of Kazakhstan

Footnote. The order as added by the stamp in accordance with the order of the acting Minister of Culture and Sports of the Republic of Kazakhstan dated 16.08.2022 No. 239 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

Approved
by Order No. 168 of the Minister
of Culture and Sports
of the Republic of Kazakhstan
of July 25, 2018

Rules of centralized state registration of documents of the National Archival Fund

Footnote. The Rules - in the wording of the order of the acting Minister of Culture and Sports of the Republic of Kazakhstan dated 16.08.2022 No. 239 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

Chapter 1. General provisions

1. The Rules of centralized state registration of documents of the National Archival Fund (hereinafter referred to as the Rules) shall determine the procedure for centralized state

registration of documents of the National Archival Fund of the Republic of Kazakhstan (hereinafter referred to as the National Archival Fund).

2. The authorized body in the field of archival affairs and documentation management (hereinafter referred to as the authorized body) shall carry out centralized state accounting of documents of the National Archive Fund by maintaining a unified State stock catalog.

Chapter 2. Procedure for Centralized State Registration of Documents of the National Archival Fund

3. To conduct centralized state registration of documents of the National Archive Fund, the National Archive of the Republic of Kazakhstan, central state archives, special state archives, the Archive of the President of the Republic of Kazakhstan and local executive bodies shall be submitted annually to the authorized body on paper (in one copy) and in electronic form until January 5:

- 1) archive passport according to the form according to Annex 1 to the Rules;
- 2) fund card in accordance with Annex 2 to the Rules;
- 3) information on changes in the composition and volume of funds in the form according to Annex 3 to these Rules;
- 4) accounting information on the stock catalog in the form according to Annex 4 to these Rules.

4. The authorized body annually by February 15 shall introduce amendments and additions to the State Stock Catalog on the basis of fund cards submitted by the National Archive of the Republic of Kazakhstan, the Central State Archives, the Archive of the President of the Republic of Kazakhstan, special state archives and local executive bodies.

5. The National Archive of the Republic of Kazakhstan, the Central State Archives, the Archive of the President of the Republic of Kazakhstan and local executive bodies once every three years until January 5 submit to the authorized body a consolidated passport of sources of acquisition of state archives of the Republic of Kazakhstan according to the form in accordance with Annex 5 to these Rules.

6. The authorized body once every three years by February 15, on the basis of the submitted consolidated passports, shall draw up a consolidated passport of the sources of acquisition of state archives of the Republic of Kazakhstan.

Annex 1
to the Central Rules
for state registration of documents
of National Archive Fund

Form
The representation addressed
to _____
(name of the recipient)
The representation from:

(name of the reporting

organizations)

Submitted to the authorized body:

The form of administrative data shall be posted on the Internet resource: <https://www.gov.kz/entities/mcs>

Name of the administrative data form: archive passport

Administrative Data Form Index: IIA

Frequency: annually

Reporting period: until January 5

Circle of persons presenting information: National Archive of the Republic of Kazakhstan, central state archives, special state archives, Archive of the President of the Republic of Kazakhstan and local executive bodies

The deadline for submitting the administrative data form: annually until January 5, _____ 20 of the year following the reporting year.

Archive passport _____ for " " 20 __ (archive name)

1. Composition and scope of archival documents

№ r/n	Indicators	Number of funds (pieces)	Number of storage units				Number of storage units accepted for temporary storage
			in total	including			
		included in the inventory		in the state language	of especially valuable		
1	2	3	4	5	6	7	8
1	Paper-based documents. In total						
1.1	Management documentation						
1.2	Documents of personal origin						
1.3	Scientific and technical documentation						
1.4	Personnel documents						
2	Documentary films						
3	Documentary photographs						

4	Phonodocuments						
5	Video documents						
6	Machine-readable documentation						
7	Microforms as original						
8	Total						

Quantity of accounting unit

№ r/n	Indicators	Number of accounting units	
		in total	including those included in the inventory
1	2	3	4
1	Documentary films		
2	Phonodocuments		
3	Video documents		
4	Machine-readable documentation		

2. The composition and volume of the insurance fund of copies of archival documents

№ r/n	Indicators	Number of storage units		Amount of insurance fund	
		copied for insurance fund	having a fund of use	number of negative frames (pieces)	number of units of insurance fund storage
1	2	3	4	5	6
1	Paper-based documents. In total				
1.1	Management documentation				
1.2	Documents of personal origin				
1.3	Scientific and technical documentation				
1.4	Personnel documents				
2	Documentary films				
3	Documentary photographs				
4	Phonodocuments				
5	Video documents				

6	Machine-readable documentation								
7	Microforms as original								
8	Total								

Reference and informational publications

№ r/n	Indicators	Quantity (pieces)
1	2	3
1	Published guidebooks, short fund guides	
2	Published reference books on administrative-territorial division	
3	Published reference books on the history of institutions	
4	Published reference books of other types	
5	Total published reference books	

4. Composition and scope of the scientific reference library

№ r/n	Indicators	Quantity (pieces)
1	2	3
1	Books and brochures	
2	Newspapers	
3	Magazines	
4	Other types of printing products	

5. Document storage conditions

№ r/n	Indicators	Quantity
1	2	3
1	Archive buildings (pieces)	
2	Special rooms (pieces)	
3	Adapted rooms (pieces)	
4	Storage utilization (percentage)	
5	Buildings equipped with security alarms (in percent)	
6	Fire alarm equipment of buildings (in percent)	
7	Length of metal racks (in linear meters)	
8	Length of wooden racks (in linear meters)	
9	Documents mapped (in storage units)	

Position, last name, first name, patronymic (if any), signature of the head

Surname, first name, patronymic (if any), signature, phone number of the contractor

Date

Sealing space

Note:

Explanation of record keeping to the form Archive passport:

Column 1 of the Archive Passport (composition and volume of archival documents, volume of the accounting unit, composition and volume of the insurance fund of copies of archival documents, composition and volume of the scientific reference apparatus for archival documents, inventories, catalogs, databases, reference and informational publications, composition and volume of the scientific reference library, storage conditions of documents) shall contain the number in order "No.";

column 2 (composition and volume of archival documents, composition and volume of insurance fund of copies of archival documents, inventories, catalogs, databases) shall specify indicators of archival documents (paper-based documents. Total, management documentation, documents of personal origin, scientific and technical documentation, personnel documents, film documents, sound documents, video documents, machine-readable documentation, microforms as original, photo documents, total);

Composition and scope of archival documents:

column 3 shall indicate the number of funds;

columns 4, 5, 6 and 7 shall indicate the number of storage units (column 4 - total, column 5 - included in the inventory, column 6 - in the state language, column 7 - taken into account especially valuable);

column 8 shall indicate the number of storage units accepted for temporary storage.

Quantity of accounting unit:

column 2 shall indicate accounting indicators (film documents, phonodocuments, video documents, machine-readable documentation);

columns 3 and 4 shall indicate the number of accounting units (column 3 - total, column 4 - including those included in the inventory).

The composition and volume of the insurance fund copies of archival documents:

columns 3 and 4 shall indicate the number of storage units (column 3 - copied for the insurance fund, column 4 - having a use fund);

columns 5 and 6 shall indicate the amount of the insurance fund (column 5 - the number of negative personnel, column 6 - the number of units of storage of the insurance fund).

The composition and scope of the scientific reference apparatus for archival documents.
Inventories, directories, databases:

columns 3 and 4 shall indicate the number of inventories (books of accounting and description (column 3 - total, column 4 - of them in the full set);

columns 5, 6, 7 and 8 shall indicate the number of catalogued documents (column 5 - the number of funds, column 6 - the number of storage units, column 7 - the number of compiled cards in total, column 8 - from them included in catalogs);

columns 9 and 10 shall indicate the created databases on the composition and content of documents (column 9 - the number of databases, column 10 - the volume in mega bytes).

Reference and informational publications:

column 2 shall indicate the indicators of reference and informational publications (published guides, short directories on funds, published directories on administrative-territorial division, published directories on the history of institutions, published directories of other types, total published directories);

column 3 shall indicate the number of reference and informational publications.

The composition and volume of the research and reference library:

column 2 shall indicate the indicators of the scientific reference library (books and brochures, newspapers, magazines, other types of printed materials);

column 3 shall indicate the number of reference libraries.

Document storage conditions:

column 2 shall indicate the indicators of documents storage (archive buildings, special premises, adapted premises, the degree of utilization of archival storage facilities (in percent), the equipment of buildings with security alarm (in percent), the equipment of buildings with fire alarm (in percent), the length of metal racks (in linear meters), the documents shall be lined up (in storage units), the length of wooden racks (in linear meters)

column 3 shall indicate the number of storage conditions for documents.

Annex 2
to the Central Rules
for state registration of documents
of National Archive Fund

Submitted to the authorized body:

The form of administrative data shall be posted on the Internet resource: <https://www.gov.kz/entities/mcs>

Name of the administrative data form: fund card

Administrative Data Form Index: KΦ

Frequency: annually

Reporting period: until January 5

Circle of persons presenting information: National Archive of the Republic of Kazakhstan, central state archives, special state archives, Archive of the President of the Republic of Kazakhstan and local executive bodies

The deadline for submitting the administrative data form: annually until January 5, _____ 20 of the year following the reporting year.

Fund card

First fund receipt date	Date of receipt of fund card	Place of storage of the fund	Fund No./category/ownership form			
1	2	3	4			
Last dates of each fund name		Fund name				
5	6					
The volume of the fund as of January 1, ____ 20	years	7				
	Number of storage units/ documents	8				
	Including undescribed storage units/ documents	9				
	having insurance copies of storage units					

Back of fund card

List title, document annotation	Beginning of the year	the end of the year	List title, document annotation	Beginning of the year	the end of the year
1	2	3	4	5	6

Former Fund _____ No.

Note _____

Position, last name, first name, patronymic (if any), signature of the head

Surname, first name, patronymic (if any), signature, phone number of the contractor

Date

Sealing space

Note:

Explanation of the maintenance to the fund card form:

Fund card

				List title , docume n t annotati on	years	List title , docume n t annotati on	years	Include d in the inventor y of storage units	Unused storage units/ docume nts	Having insuranc e copies of storage units	
1	2	3	4	5	6	7	8	9	10	11	12

In total, the _____ received _____ funds _____ storage units/documents;
disposal of _____ funds _____ storage units/documents;
insurance copies have been created on the _____ of storage units.

As of January 1, _____, the archive according to the list of funds lists from No. ___ to No. ___ of fund numbers, including numbers listed in the presence of ___ funds _ storage units, numbers of funds transferred and combined (whose cases were used and the number cannot be borrowed) _____,

lost _____ funds, free _____ numbers.

Position, surname, first name, patronymic (if any), signature of the head of the _____

Surname, first name, patronymic (if any), signature, phone number of the contractor

Date

Sealing space

Note:

Explanation on keeping to the form Information on changes in the composition and volume of funds:

Information on changes in the composition and volume of funds:

in column 1 the number in order "No." shall be filled in;

column 2 shall indicate the fund No.;

column 3 shall indicate the category;

column 4 shall indicate the name of the funds;

columns 5 and 6 shall indicate the documents received (column 5 - the name of the inventory, annotation of documents, column 6 - years);

columns 7 and 8 shall indicate the documents left (column 7 - the name of the inventory, annotation of documents, column 8 - years);

columns 9.10 and 11 i shall indicate the total number of storage units in the fund (column 9 - included in the lists of storage units, column 10 - not included storage units/documents, column 11 - having insurance copies of storage units);

column 12 shall indicate a note (if a new fund is indicated - look at the fund card, if a continuation of the fund card is formed - look at the continuation of the fund card, in case of receipt or disposal of storage units, the number of storage units received during the year is indicated with an indication of the number and date of the act of receipt or disposal of cases).

Form

Submitted to the authorized body:

The form of administrative data shall be posted on the Internet resource: <https://www.gov.kz/entities/mcs>

Name of the administrative data form: accounting information on the stock catalog

Administrative data form Index: YCΦK

Frequency: annually

Reporting period: until January 5

Circle of persons presenting information: National Archive of the Republic of Kazakhstan, central state archives, special state archives, Archive of the President of the Republic of Kazakhstan and local executive bodies

The deadline for submitting the administrative data form: annually until January 5, _____ 20 of the year following the reporting year.

Accounting information on the stock catalog as of January 1, ____ 20

№ r/n	Archive name	First and last fund numbers according to the list of funds	Number of passport funds as of January 1, ____ 20 (pieces)	Number of cards in the stock catalog (pieces)				Number of available fund numbers (pieces)	note
				in total	On archived funds	For funds included in the combined archive fund (previously used) and transferred funds	On lost funds		
1	2	3	4	5	6	7	8	9	10

Position, last name, first name, patronymic (if any), signature of the head

Surname, first name, patronymic (if any), signature, phone number of the contractor

Date

Sealing space

Note:

Explanation of the maintenance of the form accounting information on the stock catalog:
in column 1 the number in order "No." shall be filled in;
column 2 shall indicate the name of the archive;

column 3 shall indicate the first and last numbers of funds according to the list of funds;
column 4 shall indicate the number of funds according to the passport as of January 1, ____
20;

columns 5, 6, 7 and 8 shall indicate the number of cards in the stock catalog (column 5 -
total, column 6 - for funds stored in the archive, column 7 - for funds included in the
combined archive fund (previously used) and transferred funds, column 8 - for lost funds);

column 9 shall indicate the number of available fund numbers;

column 10 shall indicate the note (the note must indicate the numbers of the free funds).

Appendix 5
to the Central Rules
state registration of documents
National Archive Fund

Form

Who the representation addressed
to: _____
(official name _____
_____ state archive and its mailing address)
The representation
from: _____
(official name _____
_____ reporting organization and its mailing
address)

(ownership form of the reporting
organization)

Submitted to the authorized body:

The form of administrative data is posted on the Internet resource: <https://www.gov.kz/entities/mcs>

Name of the administrative data form: consolidated passport of sources of acquisition of
state archives of the Republic of Kazakhstan

Administrative data form index: СПИК ГА РК

Frequency: once every three years

Reporting period: until January 5

Circle of persons presenting information: National Archive of the Republic of Kazakhstan
, Central State Archives, Archive of the President of the Republic of Kazakhstan and local
executive bodies

The deadline for submitting the administrative data form is once every three years until
January 5, _____ 20 of the year following the reporting year.

Consolidated passport of sources of acquisition of state archives of the Republic of
Kazakhstan as of December 1, __ 20

1. Information on organizations transferring management documentation to the state archives

№ r/n	Name of indicators	quantity	Number of full-time employees	Quantity agreed with archival institutions (pieces)		Number of premises for storage of documents (pieces)	Number of organizations that have fully prepared documents for transfer for permanent storage (pieces)
				Case nomenclature	Instructions, records management Rules		
1	2	3	4	5	6	7	8
1	State organizations of the profile of state archives acquisition						
2	Non-governmental organizations of the profile of state archives acquisition						
3	State organizations of the profile of acquisition of district, city archives						
4	Non-governmental organizations of the profile of acquisition of district, city archives						
5	Consolidated departmental archives						

2. Data on management documentation

			Number of permanent retention documents (in units of retention)	Number of personnel documents (in storage units)
--	--	--	---	--

5	Management documentation stored in departmental archive associations						
---	--	--	--	--	--	--	--

3. Information on the sources of acquisition of state, city, district archives storing scientific and technical documentation

№ r/n	Organization types	Number of document storage rooms (pieces)	Number of full-time employees	Number of storage units included in the inventory	Number of documents stored beyond the specified period (in units of storage)	Total storage units
				approved by the expert review committee of the archival institution		
1	2	3	4	5	6	7
1	Government organizations					
2	Non-governmental organizations					

4. Information about film, photo, music, video documents

№ r/n	Organization types	Number of organizations registered in the archival institution (pieces)	Number of document storage rooms (pieces)	Number of full-time employees	Number of storage units included in the inventory	Number of stored in excess of the specified period (in units of storage)
					approved by the expert review committee of the archival institution	
1	2	3	4	5	6	7
1	State organizations storing film documents					
2	Non-governmental organizations storing film documents					
3	State organizations storing photographic documents					

4	Non-governmental organizations storing photographic documents					
5	State organizations storing phonocounts					
6	Non-governmental organizations storing phonocounts					
7	Government organizations storing video documents					
8	Non-governmental organizations storing video documents					

Position, last name, first name, patronymic (if any), signature of the head

Surname, first name, patronymic (if any), signature, phone number of the contractor

Date

Sealing space

Note:

Explanation on keeping to the form Summary passport of sources of acquisition of state archives of the Republic of Kazakhstan:

Consolidated passport of sources of acquisition of state archives of the Republic of Kazakhstan:

in column 1, the consolidated passport of the sources of acquisition of state archives of the Republic of Kazakhstan (information about organizations that transfer management documentation to state archives, information about management documentation, information about sources of acquisition of state, city, district archives that store scientific and technical documentation, information about film, photo, phono-, video documents) shall be filled in the number in order "No.";

column 2 shall indicate the name of the indicators (state organizations of the profile of acquisition of state archives, non-state organizations of the profile of acquisition of state archives, state organizations of the profile of acquisition of district, city archives, non-state organizations of the profile of acquisition of district, city archives, combined departmental archives);

column 3 shall indicate the quantity;

column 4 shall indicate the number of full-time employees;

columns 5 and 6 shall indicate number of cases agreed with archival institutions (column 5 - nomenclature of cases, column 6 - instructions, rules on office work);

column 7 shall indicate the number of premises for storage of documents;

column 8 shall indicate the number of organizations that have fully prepared documents for transfer for permanent storage.

Information about management documentation:

column 2 shall indicate the name of the indicators (state organizations storing management documentation of the profile of acquisition of state archives, non-state organizations storing management documentation of the profile of acquisition of state archives, state organizations storing management documentation of the profile of acquisition of district, city archives, non-state organizations storing management documentation of the profile of acquisition of district, city archives, management documentation stored in the associations of the departmental archive);

column 3 shall indicate the total storage units;

columns 4 and 5 shall indicate the number of documents of permanent storage period (in storage units (column 4 - included in the lists approved by the expert verification committee of the archival institution, column 5 - stored in excess of the established period);

columns 6 and 7 shall indicate the number of personnel documents (in storage units (column 6 - total, column 7 - included in the lists approved by the expert verification commission of the archival institution);

Column 8 shall indicate the number of permanent storage cases generated during the year (in storage units).

Information on the sources of acquisition of state, city, district archives storing scientific and technical documentation:

column 2 shall indicate the types of organizations (state organizations, non-state organizations);

column 3 shall indicate the number of premises for documents storage;

column 4 shall indicate the number of full-time employees;

column 5 shall indicate the number of storage units included in the lists approved by the expert verification commission of the archival institution;

column 6 shall indicate the number of documents stored beyond the specified period (in units of storage);

column 7 shall indicate the total storage units.

Information about film, photo, music, video documents:

column 2 shall indicate the types of organizations (state organizations that store film documents, non-state organizations that store film documents, state organizations that store photo documents, non-state organizations that store photo documents, state organizations that store music documents, non-state organizations that store music documents, state organizations that store video documents, non-state organizations that store video documents)

;

column 3 shall indicate the number of organizations registered in the archival institution;

column 4 shall indicate the number of premises for documents storage;

column 5 shall indicate the number of full-time employees;

column 6 shall indicate the number of storage units included in the lists approved by the expert verification commission of the archival institution;

column 7 shall indicate the number of stored in excess of the specified period (in units of storage).