



On approval of the Rules of creation and storage of the State Insurance Fund of copies of documents

Unofficial translation

Order Acting Minister of Culture and Sport of the Republic of Kazakhstan dated July 31, 2018 № 183. Registered with the Ministry of Justice of the Republic of Kazakhstan on August 9, 2018 № 17286.

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In accordance with subparagraph 2-8) of paragraph 2 of Article 18 of the Law of the Republic of Kazakhstan “On National Archival Fund and Archives” of December 22, 1998, I **hereby ORDER:**

1. Approve the enclosed Rules of creation and storage of the State Insurance Fund of copies of documents.

2. The Department of Archiving and Documentation of the Ministry of Culture and Sports of the Republic of Kazakhstan, in accordance with the procedure established by the law, shall:

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

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

3) within two working days after enforcement of this order, place it on the Internet resource of the Ministry of Culture and Sports of the Republic of Kazakhstan;

4) within two working days after execution of the actions provided for by this paragraph, submit to the Department of Legal Service of the Ministry of Culture and Sports of the Republic of Kazakhstan the data on execution of the actions.

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

4. This order shall be enforced upon expiry of ten calendar days after the date of its first official publication.

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

E. Kozhagapanov

Approved
by order №183 of the Acting
Minister of Culture and Sports
of the Republic of Kazakhstan
dated July 31, 2018

Rules of creation and storage of the State insurance fund of copies of documents

Chapter 1. General provisions

1. The Rules of creation and storage of the State insurance fund of copies of documents govern the procedure for creation and storage of the State insurance fund of copies of documents (hereinafter – the Fund).

2. The fund is a set of insurance copies of especially important documents that are of indispensable value for the state and irreplaceable in case of their loss.

Chapter 2. Procedure of creation of the Fund

3. The State archives performing document storage of the National Archive Fund of the Republic of Kazakhstan shall ensure selection of especially important documents which are subject to insurance copying, production of insurance copies of documents and preservation of safety of their originals.

Detection of especially important documents which are subject to insurance copying shall be performed in planned procedure. Annually, no later than February 1, expert review commission shall approve the list of especially important documents which are subject to insurance copying based on the Regulations on expert review commissions of the central state and special state archives approved by order № 348 of the Minister of Information and Communications of the Republic of Kazakhstan "On approval of regulations on the Central expert review commission and expert review commissions of the central state and special state archives" of November 16, 2011 (registered in the Register of State Registration of Regulatory Legal Acts under № 7343).

4. The priority of insurance copying shall be determined taking into account the physical condition of especially important documents and rate of accessing them.

5. The insurance copy of the archival document on paper basis shall be made on negative microform (the microfilm or the microfiche) of first generation manufactured on photographic silver halide film of the corresponding type by optical photography of documents.

The insurance copy of the film document shall be made by copying of the first combined copy of the original on the film of the corresponding type by contact printing method.

The insurance copy of the documentary photograph shall be made by copying of the first copy of the original on film of the corresponding type by reproduction or contact printing method.

The insurance copy of the phonodocument shall be made by copying of the first copy of the original by modern recording system.

The insurance copy of the video document shall be made by copying of the first copy of the original in the format of the original by video and sound recording method on a magnetic tape.

6. Insurance copying shall be carried out with observance of systematization of storage units in the inventory of cases and documents which is copied before storage units. All the archival documents included in the storage unit shall be subject to insurance copying.

7. In the insurance copying the archival case shall not be subject to unlacing.

8. Insurance copies in their content and external qualities inherent in them shall correspond to the original document.

9. At the acceptance of insurance copies completeness of fulfillment of the order for copying, number of copies, completeness, correctness and complete filling out of the acts of technical condition, visual and technical condition of the copies shall be checked.

10. Acceptance-transfer of the Fund between state archives shall be carried out on the basis of acceptance and transfer act, drawn up in an arbitrary form, to which shall be attached:

1) inventories of especially important cases, documents or copies of inventories of cases, documents from which insurance copies were made, or a list of numbers of especially important cases, documents (number indicator);

2) inventory of transferred insurance copies;

3) acts of technical condition of insurance copies;

4) accompanying documents on transportation container .

11. Insurance copies in order of their sequence in the inventory of the insurance fund shall be placed in the appropriate transportation container that shall have a serial numbering within the outgoing parcel (lot), and shall be sent to the state archive in sealed containers. In the accompanying document on the transportation container, its number and the number of insurance copies in it shall be indicated, with the signatures of the persons responsible for the transfer.

Acceptance and transfer acts with supplements shall be put in a separate package, marked "Accompanying documents".

12. The sender shall bear expenses of the Fund transfer.

Chapter 3. Rules of storage of the Fund

13. The Fund shall be stored spatially separate from the original archival documents.

14. The storage space of the Fund shall be determined by the State archives in coordination with the authorized body in the field of archiving and document support of management.

15. During storage, the insurance copies shall be subject to:

1) checking for their presence and condition in order to establish the actual availability of insurance copies, their compliance with the records;

2) technical control of the condition and timely implementation of the necessary conservation and preventive measures.

16. Insurance copies shall undergo technical control in the laboratory or the manufacturer organization, and data on their quality shall be recorded in the acts of technical condition of the insurance fund copies.

17. Technical control of the insurance fund shall be carried out once in three years, while 20% of insurance copies of each production year shall be subject to control. Results of the technical control shall be recorded in the documents on the technical condition of insurance copies, in which conclusions shall be provided on the need and timing of preventive and restoration works with indication of the dates for the next technical control.