

**On approval of forms of documents compiled (drawn up) when receiving, storing, recording and using documents of the National Archive Fund and other archival documents by departmental and private archives**

***Invalidated***
***Unofficial translation***

Order of the Minister of Culture and Sports of the Republic of Kazakhstan dated December 4, 2018 No. 343. Registered with the Ministry of Justice of the Republic of Kazakhstan on December 5, 2018 No. 17862. Abolished by Order of the Minister of Culture and Information of the Republic of Kazakhstan dated November 22, 2023 No. 458-NK.

*Unofficial translation*

      Footnote. Abolished by Order of the Minister of Culture and Information of the Republic of Kazakhstan dated November 22, 2023 No. 458-NK (effective ten calendar days after the date of its first official publication).

      In accordance with the Rules for receiving, storing, recording and using documents of the National Archive Fund and other archival documents by departmental and private archives, approved by Decree of the Government of the Republic of Kazakhstan No. 575 dated September 19, 2018 I hereby **ORDER**:

      1. To approve:

      1) the form of the act of migration and rewriting of electronic documents in accordance with Annex 1 to this Order;

      2) the form of inventories of cases, documents of permanent storage in accordance with Annex 2 to this Order;

      3) the form of the inventory of cases on personnel according to Annex 3 to this Order;

      4) the form of an inventory of cases, documents of temporary (over 10 years) storage in accordance with Annex 4 to this Order;

      5) the form of the act on the allocation to destruction of documents not subject to further storage in accordance with Annex 5 to this Order;

      6) the form of the list of projects of products of industrial production and technological processes, objects of planning and capital construction, scientific and technical documentation on which is subject to transfer for state storage in accordance with Annex 6 to this Order;

      7) the form of the cover page in accordance with Annex 7 to this Order;

      8) the card form of the topographic index in post-shelf life in accordance with Annex 8 to this Order;

      9) order form for issuing cases to the Reading room and employees of the organization in accordance with Annex 9 to this Order;

      10) the form of the act on the issuance of cases, documents for temporary use in accordance with Annex 10 to this Order;

      11) the form of the book on the issuance of documents in accordance with Annex 11 to this Order;

      12) the form of the usage list in accordance with Annex 12 to this Order;

      13) the form of the substitute storage unit card in accordance with Annex 13 to this Order;

      14) the form of a check list of the presence and status of cases, documents in the archival fund in accordance with Annex 14 to this Order;

      15) the form of the act of checking the availability and condition of archival documents in accordance with Annex 15 to this Order;

      16) the form of the accounting card for undetected archival documents in accordance with Annex 16 to this Order;

      17) the form of the inventory book on receipt and disposal of documents according to Annex 17 to this Order;

      18) the form of the case inventory in accordance with Annex 18 to this Order;

      19) the form of the passport of the archive of the organization according to Annex 19 to this Order;

      20) the form of the inventory register book of scientific and technical documentation in accordance with Annex 20 to this Order;

      21) the form of the registration card of the scientific and technical documentation in accordance with Annex 21 to this Order;

      22) the form of the inventory book of accounting scientific and technical documentation in accordance with Annex 22 to this Order;

      23) the form of the log of registration of applications for the issue of an invention patent according to Annex 23 to this Order;

      24) the form of the registration card of the electronic documents storage unit in accordance with Annex 24 to this Order;

      25) the form of archive reference in accordance with Annex 25 to this Order.

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

      1) ensure 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, send its soft copy in both Kazakh and Russian languages to the 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 Kazakhstan;

      3) within two working days after its enactment, place 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, submit the information about the implementation of the measures to the Legal Department of the Ministry of Culture and Sports of the Republic of Kazakhstan.

      3. Control over the implementation of this Order shall be entrusted to the supervising vice-minister of culture and sports of the Republic of Kazakhstan.

      4. This Order shall become effective after its first official publication.

|  |  |
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| *Minister of Culture and Sports of the*  *Republic of Kazakhstan* | *A. Mukhamediuly* |

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| --- | --- |
|  | Annex 1 to Order No. 343 of the Minister of Culture and Sports of the Republic of Kazakhstan as of December 4, 2018, |

      Document form

|  |  |
| --- | --- |
| The official name of the organization | Approved by  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (title, surname, initials of the head of the organization)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature of the head of the organization)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date) |

**The Act of migration and rewriting of electronic documents**

      Place of compilation

|  |  |
| --- | --- |
| Inventory of cases, documents № \_\_\_\_\_\_ | Unit № \_\_\_\_ |
| 1 | 2 |
|  |  |
|  |  |

      Characteristics of electronic documents before rewriting / migration:

      \_\_\_\_ format, volume (MB), \_\_\_\_ number and numbers of storage units \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

      Characteristics of electronic documents after rewriting / migration:

      \_\_\_\_ format, volume (MB), \_\_\_\_ amount and numbers of storage units \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Work completed (by):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (title, surname, initials, signature head of the organization)

      Work accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (title, surname, initials, signature of the head of departmental or private archive of the organization)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date of acceptance of the work)

      Amendments into filing documents are introduced by:

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (title, last name, initials, signature of the person who amended filing documents)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (the date of amendment of filing documents)

      A4 format (210Х297)

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|  | Annex 2 to Order No. 343 of the Minister of Culture and Sports of the Republic of Kazakhstan December 4, 2018 |

      Form for case inventories, documents of

      permanent storage

|  |  |
| --- | --- |
|  | **Approved by**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(title, surname, initials of the head of the organization)**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_  **(signature of the head of the organization)**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(date)** |

**Inventory of cases, documents of permanent storage**

      Archive Fund No. \_\_\_

      Inventory No. \_\_\_\_ cases, documents of permanent storage

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (official name of the organization)

      for \_\_\_\_\_\_\_\_\_\_\_\_\_\_ year (s)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Serial number | Reference case number | Title of the case (volumes, parts) | Deadlines of the case (volumes, parts)storage | The number of sheets in the case (volume, parts) | Notes |
| 1 | 2 | 3 | 4 | 5 | 6 |
| The name of the structural unit of the organization | | | | | |
| Name of the section "\_\_\_\_\_\_\_\_" | | | | | |

      In this section (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ inventories of cases, documents included

      (section name)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cases from No. \_\_ to No. \_\_, including:

      (in numbers and words)

      lettered numbers:

      missed numbers:

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (title, last name, initials, signature of the persons (s) who made up section (s) list)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date of compilation of section (s) of inventory)

|  |  |
| --- | --- |
| Agreed  by protocol of the central expert commission (expert commission)  of the organization  as of \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ number \_\_\_ | Approved by  protocol of the expert and inspection commission  of the local executive  body (state archive)  as of \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ number \_\_\_ |

      A4 format (210Х297)

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| --- | --- |
|  | **Approved by**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(title, last name,**  **initials of the head of the organization)**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_  **(signature of the head of the organization)**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(date)** |

**Inventory of video records of permanent storage**

      Inventory No. \_\_\_

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name of inventory with the official name of the organization)

      for \_\_\_\_\_\_ year (s)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Accounting Unit Number | Storage unit number | Index, production number | Document title | Author | Performer | Language | Date of record, rewriting | Video-records timing | Record type and format | Number of units | | Composition of text accompanying documentation | Notes |
| original | copy |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |

      In this section (s)

      \_\_\_\_\_\_\_\_\_\_ Inventory entered \_\_\_\_\_\_\_\_\_\_ cases from number \_\_ to number \_\_, including:

      (section name) (in numbers and words)

      lettered numbers:

      missed numbers:

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(title, last name, initials, signature of the persons (s) who made up section (s) list)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date of compilation of section (s) of inventory)

|  |  |
| --- | --- |
| Agreed  by protocol of the central expert commission (expert commission)  of the organization  as of \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ number \_\_\_ | Approved by  protocol of the expert and inspection commission  of the local executive  body (state archive)  as of \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ number \_\_\_ |

      A4 format (210Х297)

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| --- | --- |
|  | **Approved** **by**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(title, last name,** **initials of the head of the organization)**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_  **(signature of the head of the organization)**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(date)** |

**Inventory of film documents of permanent records**

      Inventory No. \_\_\_

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (name of inventory with the official name of the organization)

      for \_\_\_\_\_\_ year (s)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Accounting Unit Number | Storage unit number | Index, production number (account number in the organization) | Document title | Author | Date and place of filming, production | Option (mute, sound, black and white, color, format, language) |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

      Table continuation

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Number of storage units / meterage | | | | | | | Composition of text accompanying documentation | Note |
| Negative | Double negative | Phonogram (negative) | Magnetic phonogram (main, combined) | Intermediate positive | Positive | Installation videos and color passports |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |

      In this section (s)

      \_\_\_\_\_\_\_\_\_\_ Inventory entered \_\_\_\_\_\_\_\_\_\_\_\_ cases from number \_\_ to number \_\_, including:

      (section name) (in numbers and words)

      lettered numbers:

      missed numbers:

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (title, last name, initials, signature of the persons (s) who made up section (s) list)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date of compilation of section (s) of inventory)

|  |  |
| --- | --- |
| Agreed  by protocol of the central expert commission (expert commission)  of the organization  as of \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ number \_\_\_ | Approved by  protocol of the expert and inspection commission  of the local executive  body (state archive)  as of \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ number \_\_\_ |

      A4 format (210Х297)

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| --- | --- |
|  | **Approved by**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_  **(title, last name,** **initials of the head of the organization)**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_  **(signature of the head of the organization)**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(date)** |

**Inventory of phonodocuments of magnetic records stored permanently**

      Inventory No. \_\_\_

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (name of inventory with the official name of the organization)

      for \_\_\_\_\_\_ year (s)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Accounting Unit Number | Storage unit number | Index, production number | Document title | Author | Performer | Language | Record date, rewrite |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

      Table continuation

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Record, rewrite | Record date, rewrite | Timing video | Record type and format | Number of units | | Composition of text accompanying documentation | Note |
| original | copy |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |

      In this section (s)

      \_\_\_\_\_\_\_\_\_\_ Inventory entered \_\_\_\_\_\_\_\_\_\_\_ cases from number \_\_ to number \_\_, including:

      (section name) (in numbers and words)

      lettered numbers:

      missed numbers:

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (title, last name, initials, signature of the persons (s) who made up section (s) list)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date of compilation of section (s) of inventory)

|  |  |
| --- | --- |
| Agreed  by protocol of the central expert commission (expert commission)  of the organization  as of \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ number \_\_\_ | Approved by  protocol of the expert and inspection commission  of the local executive  body (state archive)  as of \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ number \_\_\_ |

      A4 format (210Х297)

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|  | Approved by  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (title, last name, initials of the head of the organization)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature of the head of the organization)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date) |

**Inventory of photo albums of permanent storage**

      Inventory No. \_\_\_

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (name of inventory with the official name of the organization)

      for \_\_\_\_\_\_ year (s)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Accounting Unit Number | Title of the album | Filming author | Deadlines of Photoprints | Place of filming | Number of photo prints | Composition of text accompanying documentation | External features | Note |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

      In this section (s)

      \_\_\_\_\_\_\_\_\_\_\_\_ Inventory entered \_\_\_\_\_\_\_\_\_\_ cases from number \_\_ to number \_\_, including:

      (section name) (in numbers and words)

      lettered numbers:

      missed numbers:

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (title, last name, initials, signature of the persons (s) who made up section (s) list)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date of compilation of section (s) of inventory)

|  |  |
| --- | --- |
| Agreed  by protocol of the central expert commission (expert commission)  of the organization  as of \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ number \_\_\_ | Approved by  protocol of the expert and inspection commission  of the local executive  body (state archive)  as of \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ number \_\_\_ |

      A4 format (210Х297)

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|  | Approved by  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (title, last name, initials of the head of the organization)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature of the head of the organization)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date) |

**Inventory of photographic documents of permanent storage**

      Inventory No. \_\_\_

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (name of inventory with the official name of the organization)

      for \_\_\_\_\_\_ year (s)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Accounting unit number, storage unit | Production number | Title (abstract) of the document (the name of the slidefilm) | Filming author | Filming date | Place of filming |
| 1 | 2 | 3 | 4 | 5 | 6 |

      Table continuation

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Number of storage units / meterage | | | | | | Composition of text accompanying documentation | Note |
| Negative | Double negative | Positive | Photoprint | Slide (diapositive) | Slide film |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |

      In this section (s)

      \_\_\_\_\_\_\_\_ Inventory entered \_\_\_\_\_\_\_\_\_\_\_\_\_\_ cases from number \_\_ to number \_\_, including:

      (section name) (in numbers and words)

      lettered numbers:

      missed numbers:

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (title, last name, initials, signature of the persons (s) who made up section (s) list)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date of compilation of section (s) of inventory)

|  |  |
| --- | --- |
| Agreed  by protocol of the central expert commission (expert commission)  of the organization  as of \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ number \_\_\_ | Approved by  protocol of the expert and inspection commission  of the local executive  body (state archive)  as of \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ number \_\_\_ |

      A4 format (210Х297)

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|  | Approved by  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (title, last name,  initials of the head of the organization)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature of the head of the organization)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date) |

**Inventory of electronic documents of permanent storage**

**Inventory No. \_\_\_**

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (name of inventory with the official name of the organization)

      for \_\_\_\_\_\_ year (s)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Accounting Unit Number | Storage unit number | Headline | Deadlines for Accounting Units | Electronic Document Format | Volume (MB) | Composition of text accompanying documentation | Note |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

      In this section (s)

      \_\_\_\_\_\_\_\_ Inventory entered \_\_\_\_\_\_\_\_\_\_\_\_ cases from number \_\_ to number \_\_, including:

      (section name) (in numbers and words)

      lettered numbers:

      missed numbers:

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (title, last name, initials, signature of the persons (s) who made up section (s) list)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date of compilation of section (s) of inventory)

|  |  |
| --- | --- |
| Agreed  by protocol of the central expert commission (expert commission)  of the organization  as of \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ number \_\_\_ | Approved by  protocol of the expert and inspection commission  of the local executive  body (state archive)  as of \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ number \_\_\_ |

      A4 format (210Х297)

|  |  |
| --- | --- |
|  | Approved by  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (title, last name,  initials of the head of the organization)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature of the head of the organization)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date) |

**Inventory of scientific and technical documents of permanent storage**

      Inventory No. \_\_\_

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (name of inventory with the official name of the organization)

      for \_\_\_\_\_\_ year (s)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Accounting Unit Number | Object designation (products, topics) | Title of case | Author (Organization Developer) | Year of completion | Number of sheets | | | Note |
| texting | graphic | photo |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

      In this section (s)

      \_\_\_\_\_\_\_\_\_\_ Inventory entered \_\_\_\_\_\_\_\_\_\_\_ cases from number \_\_ to number \_\_, including:

      (section name) (in numbers and words)

      lettered numbers:

      missed numbers:

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (title, last name, initials, signature of the persons (s) who made up

      section (s) list)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date of compilation of section (s) of inventory)

|  |  |
| --- | --- |
| Agreed  by protocol of the central expert commission (expert commission)  of the organization  as of \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ number \_\_\_ | Approved by  protocol of the expert and inspection commission  of the local executive  body (state archive)  as of \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ number \_\_\_ |

      A4 format (210Х297)

|  |  |
| --- | --- |
|  | Annex 3 to Order No. 343 of the Minister of Culture and Sports of the Republic of Kazakhstan as of December 4, 2018 |

      Document form

|  |  |
| --- | --- |
|  | Approved by  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (title, last name, initials of the head of the organization)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature of the head of the organization)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date) |

**Inventory of cases on staff**

      Archive Fund No. \_\_\_

      Inventory No. \_\_\_ of personnel cases \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                                                (official name of the organization)

      for \_\_\_\_\_\_\_\_\_\_\_ year (s)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Serial number | Reference case number | Title of the case (volumes, parts) | Dates of the case (volumes, parts) | The number of sheets in the case (volume, parts) | Note |
| 1 | 2 | 3 | 4 | 5 | 6 |
| The name of the structural unit of the organization | | | | | |
| Name of the section "\_\_\_\_\_\_\_\_" | | | | | |

      In this section (s)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inventory entered on \_\_\_\_\_\_\_\_\_\_\_ cases from No. \_\_ to No. \_\_, including:

      (section name)                  (in numbers and in words)

      lettered numbers: missing numbers:

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (title, surname, initials, signature of the persons (s) who compiled the section (s) of inventory)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (the date of the section (s) of the inventory)

|  |  |
| --- | --- |
| Agreed  by protocol of the central expert commission (expert commission)  of the organization  as of \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ number \_\_\_ | Approved by  protocol of the expert and inspection commission  of the local executive  body (state archive)  as of \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ number \_\_\_ |

      A4 format (210Х297)

|  |  |
| --- | --- |
|  | Annex 4 to Order No. 343 of the Minister of Culture and Sports of  the Republic of Kazakhstan as of December 4, 2018, |

      Document form

|  |  |
| --- | --- |
|  | Approved by  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (title, surname, initials of the head of the organization)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature of the head of the organization)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date) |

**Inventory of cases, documents of temporary (over 10 years) storage**

      Archive Fund No. \_\_\_

      Inventory No. \_\_\_ of personnel cases \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (official name of the organization) for \_\_\_\_\_\_\_\_\_\_\_ year (s)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Serial number | Reference case number | Title of the case (volumes, parts) | Dates of the case (volumes, parts) | Retention period | The number of sheets in the case (volume, parts) | Note |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| The name of the structural unit of the organization | | | | | | |
| Section name "\_\_\_\_\_\_\_ \_\_" | | | | | | |

      This section (s) of

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been entered into \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cases from

      No. \_\_ to No. \_\_, including:

      (name of section)                         (in numbers and in words)

      lettered numbers:

      missing numbers:

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (title, last name, initials , the signature of the person (s)

      who compiled the inventory section (s)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (the date of the inventory section (s))

      Agreed by the

      protocol of the central expert

      commission (expert commission) of the organization

      dated \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ № \_\_\_

      A4 format (210Х297)

|  |  |
| --- | --- |
|  | Annex 5 to Order No. 343 of the Minister of Culture and Sports of the Republic of Kazakhstan as of December 4, 2018, |

      Document form

|  |  |
| --- | --- |
| The official name of the  organization | Approved by  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (title, surname,  initials of the head of the organization)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature of the head of the organization)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date) |

**Act**  
**of the allocation to the destruction of non-storable documents**

      Place of preparation

      Based \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (name of the list of standard documents produced during the work

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      public and private organizations, with an indication of the retention period or

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      sectoral (departmental) list of the documents produced during the work

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      governmental and nongovernmental organizations, with an indication of the retention period)

      selected for the destruction as documents without scientific and historical valuesthat have lost

      practical significance of the case, and documents of the archive fund

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (number and name of the archive fund)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Serial  Number | Case Title or Group Case Title | Case date or deadlines | Index of a case (volume, part) by item or case number in inventory | Number of cases (volumes, parts) | Retention period of the case (volume, part) and the number of items (sub-items) on the List | Note |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

      Total \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cases and documents for \_\_\_\_\_\_\_\_\_\_ year (s)

      (in figures and in words)

      The annual sections of the inventory of cases, documents of permanent storage for \_\_\_\_\_\_\_\_\_ year (s)

      approved, personnel approved by the protocol of the expert and inspection commission

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                  (name of the local executive body, republican

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (state archive) (date and Number)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (title of the position, surname, initials, signature of the person (s) who conducted the ordering of cases, documents)

|  |  |
| --- | --- |
| Agreed  by protocol of the central expert commission (expert commission)  of the organization  as of \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ number \_\_\_ | Approved by  protocol of the expert and inspection commission  of the local executive  body (state archive)  as of \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ number \_\_\_ |

      A4 format (210Х297)

|  |  |
| --- | --- |
|  | Annex 6 to Order No. 343 of the Minister of Culture and Sports of the Republic of Kazakhstan as of December 4, 2018 |

      Document form

|  |  |
| --- | --- |
| The official name of the  organization | Approved by  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (title, surname,  initials of the head of the organization)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature of the head of the organization)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date) |

      The list of projects of products of industrial production and technological processes, objects of planning

      and capital construction, scientific and technical documentation on which is subject to transfer for state storage

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (type of scientific and technical documentation)

      for \_\_\_\_\_\_\_\_\_\_\_\_ year (s)

      serial number \_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Serial number | Designation (index) of documentation (development) | The name of the scientific and technical documentation (development) | Stage | Year of completion of the documentation (development) | Organizations that participated in the creation of documentation (development) | Number of units | Justification of the selection of documents for state storage | Note (term of transfer to the state archive) |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|  |  |  |  |  |  |  |  |  |

      In total, this list includes

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ documentation (development) from № \_\_\_\_\_\_\_\_ to № \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (name, surname, initials, signature of the head of the departmental (private) archive)

|  |  |
| --- | --- |
| Agreed  by protocol of the central expert commission (expert commission)  of the organization  as of \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ number \_\_\_ | Approved by  protocol of the expert and inspection commission  of the local executive  body (state archive)  as of \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ number \_\_\_ |

      A4 format (210Х297)

|  |  |
| --- | --- |
|  | Annex 7 to Order No. 343 of the Minister of Culture and Sports of  the Republic of Kazakhstan as of December 4, 2018 |

      Front page form sheet

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (name of State Archives)1

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (the name of the archive fund)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (location)

      of the Archival fund number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Inventory number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (title inventory)

      Dates cases, documents \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1 To be completed in the State Archives

|  |  |
| --- | --- |
|  | Annex 8 to Order No. 343 of the Minister of Culture and Sports of the Republic of Kazakhstan as of December 4, 2018 |

      Form

**The front side of the topographic index card**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Shelving unit number \_\_\_\_\_ | | | | | Archive number \_\_\_\_\_ | |
| Cabinet No. | Shelf No. | Archive Fund No. | Inventory of cases, documents No. | Cases from No \_\_ to No \_\_\_ | | Note |
| 1 | 2 | 3 | 4 | 5 | | 6 |
|  |  |  |  |  | |  |

**The reverse side of the topographic index card**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 |
|  |  |  |  |  |  |

      A6 format (148Х105)

|  |  |
| --- | --- |
|  | Annex 9  to Order No. 343 of the  Minister of Culture and Sports of the  Republic of Kazakhstan  as of December 4, 2018, |

      Document form

      Name of the departmental (private)

      archive of the organization

|  |  |
| --- | --- |
| The order for the issuance of cases  to the reading room and  employees of the organization  \_\_\_\_\_ № \_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (place of creation) | I authorize the issuance of cases to the reading room  and employees of the organization  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (title, surname, initials of the  head of the organization)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature of the head of the organization)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date) |

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (surname, initials of the individual, employee of the structural unit)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (purpose of use, including the indication of the topic of research, study)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Archive Fund No. | Inventory of cases, documents No. | Storage Unit No. | Title of the Storage Unit | User acknowledgement of receipt | Acknowledgement of receipt of an employee of the reading room |
| 1 | 2 | 3 | 4 | 5 | 6 |
|  |  |  |  |  |  |

      A5 format (148x215)

|  |  |
| --- | --- |
|  | Annex 10 to order No. 343 of the Minister of Culture and Sports of the Republic of Kazakhstan as of December 4, 2018 |

      Document form

**The State Emblem of the Republic of Kazakhstan**  
**or the emblem (trademark) of the organization**

|  |  |
| --- | --- |
| The official name of the organization  (in the state language) | The official name of the organization  (in Russian or another language) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date) | № \_\_\_\_\_\_\_\_\_\_\_\_ |
| Place of publication  (in the state language) | Place of publication  (in Russian or any other language) |

**Act**  
**on issuing cases, documents for temporary use**

      On the basis of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the following storage units are issued from the archival fund \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (number, name of the archive fund)

      For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (purpose of issue)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Serial number | Inventory of cases, documents No. | Storage unit number | Storage Unit Header | Dealines | Number of sheets | Note |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |

      Total issued \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units, the period of return of cases,

      (in figures and in words)

      documents \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      The terms of temporary use by the person receiving the case, the documents for temporary use:

      1) the cases, the documents received for temporary use shall be in an ordered state, hemmed, in covers, with numbered sheets and witness signs;

      2) cases, documents received for temporary use are not provided for use by unauthorized persons, copies, extracts and certificates shall not be issued for them, documents are not published without permission of the organization that issued the cases;

      3) cases, documents received for temporary use, shall be returned to the departmental (private) archive of the organization in the period specified in the act. The person who receives the case documents shall be warned about liability in case of destruction of documents of the National Archive Fund in accordance with Article 509 of the Code of the Republic of Kazakhstan "On Administrative Offenses" dated July 5, 2014.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (title, last name, initials,  signature of the head of the organization  issuing the case, documents) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (title, last name, initials,  signature of the head of the organization  receiving the case, documents) |

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (job title, surname, initials, signature of the person who issued the case, documents for temporary use)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date of issue of cases, documents)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (position, surname, initials, signature of the person who received the case, documents for temporary use)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date of issue of cases, documents)

      Cases, documents returned in full, in orderly state, hemmed and in covers.

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (position, name, initials, signature of the person who has passed the case, documents)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date of issue files, documents)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (position, name, initials, signature of the person who accepted the case, documents)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date of the issue of cases, documents)

      Format A4 (210Х297)

|  |  |
| --- | --- |
|  | Annex 11 to Order No. 343 of the Minister of Culture and Sports of the Republic of Kazakhstan as of December 4, 2018 |

      Document form

**Book for issuing documents**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Serial number | Date of issue | Archival Fund No. | Inventory of cases, documents No. | Storage Unit No. | Issued to | Aknowledgement of Receipt | Return date | Refund Policy | Note |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |

      Total in the year \_\_\_\_\_ issued from the archive number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (in numbers and in words)

      of storage units.

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (title of the position, surname, initials, signature of the person who prepared the final record)

      Format A4 (210Х297)

|  |  |
| --- | --- |
|  | Annex 12 to Order No. 343 of the Minister of Culture and Sports of the Republic of Kazakhstan as of December 4, 2018 |

      Document form

      Name of the organization

**Usage sheet**

      Archive Fund No. \_\_\_\_\_      Inventory of Cases, Documents No. \_\_\_\_\_\_\_

      Case No. \_\_\_\_\_\_\_

      Name of the Archive Fund \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Title of the Case \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of use | Issued to (surname, initials) | Nature of use (copy, checkout, review, etc.) | Used Sheet Numbers | Signature of the person using the document |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

      A4 format (210Х297)

|  |  |
| --- | --- |
|  | Annex 13 to Order No. 343 of the Minister of Culture and Sports of the Republic of Kazakhstan as of December 4, 2018 |

      Document form

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Substitute Storage Unit Card  Issued | | | | | | | |
| Archival Fund Number | Number of case records, documents | Storage unit number | Issued to | Date of issue | Signature | Return date | Signature |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

      A4 format (210Х297)

|  |  |
| --- | --- |
|  | Annex 14 to Order No. 343 of the Minister of Culture and Sports of the Republic of Kazakhstan as of December 4, 2018 |

      Document form

**Checklist for availability and status of documents in the archive fund**

      for the availability and status of cases, documents of the archive fund

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (number, name of the archive fund) checked by

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (position, surname and initials of the person (s) who checked files, documents)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Availability of documents | | | | | | | | | | | |
| Inventory numbers | Number of storage units listed by inventory | Technical mistakes identified | | | | | | Listed by inventory as a result of the elimination of technical errors | Numbers of storage units issued for temporary use | Not available | Available (described) |
| Letter numbers that are not reflected in the final record | | Missing numbers that are not reflected in the final record | | Others, resulting in a volume | |
| not counted | not listed but counted in scope | not counted | not listed but counted in scope | increased by | decreased by |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  |  |  |  |  |  |  |  |  |  |  |  |

      Table continuation

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Availability of documents | | | Document Status | | | | | | | | |
| There are not included in the inventory (temporary ciphers of unordered storage units) |  |  | Storage unit numbers requiring: | | | | | Numbers of storage units irreparably damaged |  |  | Note |
| disinfection | pest control | restoration | binding or filing | recovering fading texts |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
|  |  |  |  |  |  |  |  |  |  |  |  |

      The total number of storage units available and those not included in the inventory

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (in numbers and in words)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (position, surname, initials, signature of the person (s) who carried out the verification of cases, documents)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date of the examination of cases, documents)

      Note: Relevant clarifications shall be given when checking the availability and status of audiovisual and machine-readable (electronic) documents.

|  |  |
| --- | --- |
|  | Annex 15 to Order No. 343 of the Minister of Culture and Sports of the Republic of Kazakhstan as of December 4, 2018 |

      Document form

|  |  |
| --- | --- |
| The official  name of the organization | Approved by  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (position, surname,  initials of the head of the organization)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature of the head of the organization)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date) |

**Act of checking the availability and condition of archival documents**

      Place of drawing up

      Archive Fund No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Name of the Archive Fund \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

      Inventory numbers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

      The check was conducted from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

      The audit established that:

      1. The total number of inventories files, documents\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ files, Documents

      (in figures and words),

      including inventories of files, documents approved (agreed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (name of local executive body (State Archives)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_files, documents.

      (in figures and words)

      2. Total amount of documents, cases \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that are not available,

      including                        (in figures and words)

      of inventories files, documents approved (agreed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (name of local (State Archives)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_executive body

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ files, documents.

      (in numbers and in words)

      3. Have lettered numbers:

      1) not taken into account in the final records of the inventories of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cases,

      documents;                                          (in figures and in words)

      2) not listed, but recorded in the final records of inventories of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cases,

                                                                  (in figures and in words)

      documents.

      4. Missing numbers:

      1) not taken into account in the final records of inventories of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cases,

      documents;                                          (in figures and in words)

      2) not listed, but recorded in the final records of the inventories of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cases,

                                                                  (in figures and in words)

      documents;

      5. Incorrectly placed cases related to other archival funds, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ affairs, documents.

                                                      (in figures and in words)

      6. On this archival fund, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cases, documents(included in inventories) are available.

                        (in figures and in words)

      7. There are cases and documents that are not included in the list of cases of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      .(in numbers and words)

      8. In total, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cases, documents are available in this

      (in figures and in words)

      archival fund (included and not included in the inventory of cases), of which:

      1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cases requiring disinfection;

      (in figures and in words)

      2) requiring dis-insection \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cases, documents;

      (in figures and in words)

      3) requiring restoration of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cases, documents;

      (in figures and in words)

      4) requiring the binding and filing of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cases, documents;

      (in figures and in words)

      5) fading texts requiring restoration, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cases, documents;

      (in numbers and words)

      6) incorrigibly damaged \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cases, documents;

      (in figures and in words)

      7) requiring technical streamlining of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cases, documents;

      (in figures and words)

      8) issued for temporary use of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cases, documents;

      (in figures and words)

      9. General characteristics of the status of cases and the conditions of storage, the documents,

      the main negative phenomena affecting the state and the conditions of storage of files,

      documents \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (position, surname, initials, signature of the employee (s) of departmental

      Annex: checklists for the availability and status of cases on \_\_\_\_ sheets, in \_\_\_\_ copy

      in the state and Russian languages.

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date of the report)

      A4 format (210Х297)

|  |  |
| --- | --- |
|  | Annex 16 to Order No. 343 of the Minister of Culture and Sports of the Republic of Kazakhstan as of December 4, 2018 |

      Document form

**The front side of the record card for undetected archival documents**

      Archive Fund No. \_\_\_\_\_\_\_\_\_\_\_

      In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (name of the archive)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (name of the archival fund)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date of non-discovery of the document)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number of case records, documents | Storage unit number | Storage Unit Header | Deadline | Number of sheets (playing time, footage) |
|  |  |  |  |  |

**The downside of the record card for undetected archival documents**

|  |  |
| --- | --- |
| Search progress mark | Result of the search |
|  |  |
|  |  |
|  |  |

      A6 format (148 x 105)

|  |  |
| --- | --- |
|  | Annex 17 to Order No. 343 of the Minister of Culture and Sports of the Republic of Kazakhstan as of December 4, 2018 |

      Document form

**Book for accounting of receipt and disposal of documents**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Serial number | Date of receipt or disposal of the document | Name of organization (structural unit, official, archive) from which documents were received or dropped | Name, number and date of the document on which documents were received or dropped | Name and number of the archival fund, inventory of incoming or outgoing documents | Deadline for incoming or outgoing documents |
| 1 | 2 | 3 | 4 | 5 | 6 |

      Table continuation

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Receipt of the described documents | | | Disposal of the documents described | | | Undescribed cases, documents, sheets | | Note |
| Number of cases | | | Number of cases | | |
| permanent storage | temporary (over 10 years) | by staff | permanent storage | temporary (over 10 years) | by staff | arrived | dropped out |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |

      Total in \_\_\_\_\_\_\_\_ year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units arrived, including:

      (in numbers and in words)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (the totals are shown separately in columns 7, 8, 9, 13 of this book);

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ units of accounting (documents, sheets) were dropped, including:

      (in figures and in words)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (the totals are shown separately in columns 10, 11, 12, 14 of this book).

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (name of the position, surname, initials, signature of the person who compiled the final annual record)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (title of the position, surname, initials, signature of the head of the departmental (private) archive)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date of completion)

      Format A3 (297 x 420)

|  |  |
| --- | --- |
|  | Annex 18 to Order No. 343 of the Minister of Culture and Sports of the Republic of Kazakhstan as of December 4, 2018 |

      Document form

**Case inventory sheet**

      Archives number \_\_\_\_\_ Inventory files, documents № \_\_\_\_\_\_\_\_ Case number \_\_\_\_\_

      In case bound and numbered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sheet (s), including:

      lettered numbers list (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

      missing sheet numbers (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

      numbered blank sheet (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

      sheet (s) of internal inventory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

      Documents taken as attachments and applications not to be numbered

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (types of documents and their number)

|  |  |
| --- | --- |
| Features of the formation, design, physical condition and accounting case documents | Sheet numbers |
| 1 | 2 |
| 1. Brochures and other print editions  2. Leaflets  3. Cut-outs from newspapers  4. Postcards  5. Envelopes  6. Post  stamps  7. Fiscal stamps  8. Postage stamps and other stamps  9. Special post stamps  10. Wax stamps  11. Photo documents  12 Maps, plans, drawings and other scientific and technical documentation  13. Drawings, engravings, watercolors  14. Autographs of prominent figures  15. Glued sheets  16. Loss of parts of sheets  17. Fading text |  |

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (position, surname, initials, signature of the person filling out the case inventory sheet)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date of completion)

      A4 format (210 x 297)

      Note: 1. The case inventory sheet shall be compiled to take into account the number of sheets in the case and fix the numbering features.

      2. The case inventory sheet shall be drawn up on a separate sheet (sheets) and stitched at the end of the case.

      3. The amount of numbered sheets and the amount of sheets of the inner inventory of documents of the case shall be specified separately in the case inventory sheet in figures and letters via the sign "+" (plus).

      4. The following peculiarities of numbering, design and physical status of case documents shall be noted in the witness sheet:

      1) means of postal circulation (stamps of all kinds, envelopes, postcards, forms, stamps, seals);

      2) stamps and their prints;

      3) autographs of prominent state and public figures, figures of science, technology and culture;

      4) photographic documents;

       5) drawings, prints and watercolors;

      6) large format documents;

      7) glued sheets, damaged documents;

      8) sheets with pasted photographs, documents;

      9) envelopes with attachments and the number of sheets (objects) enclosed therein;

      10) documents having independent numbering (including typographical materials), and the number of their sheets (pages).

      5. If there are several features of a document on one sheet of a case, then the number of this sheet shall be entered in column 2 of the inventory case sheet against each position of column 1.

      6. If there are several stamps and other materials on one sheet of the document, then their amount shall be indicated in column 2 in brackets after the number of the sheet of the case.

      7. If there are items in the case, the numbering of which is impossible due to the nature of the material from which they are made (glass, metal, cloth, etc.), then the number of sheets between which the item is located shall be specified in column 2.

      8. All subsequent changes in the composition and status of the case (damage, replacement of original documents with copies, accession of new documents) shall be noted in the inventory sheet with reference to the relevant act.

      9. The case inventory sheet shall not be numbered.

      A4 format (210Х297)

|  |  |
| --- | --- |
|  | Annex 19 to Order No. 343 of the Minister of Culture and Sports of the Republic of Kazakhstan as of December 4, 2018 |

      Document form

      To whom it may concern

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (the official name and address of the state archive)

      To whom it may concern

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (the official name and address of the organization, part of the archive organization passport)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (ownership organization, file organization passport component)

**Passport of the archive of organization**  
**on December 1 \_\_\_\_\_\_\_\_**

      To organize the storage of scientific and technical documentation, the following four sections shall be completed:

**Section 1. General Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Serial number | Indicators | Number of storable units | | | |
| Total | deadlines | | stored over a fixed (contractual) period |
| initial | terminal |
| 1 | 2 | 3 | 4 | 5 | 6 |
|  | Research |  |  |  |  |
|  | Designer |  |  |  |  |
|  | Technological |  |  |  |  |
|  | Project |  |  |  |  |
|  | Other types |  |  |  |  |
|  | Total |  |  |  |  |

**Section 2. Scientific and technical documentation related to the composition of the National**   
**Archive Fund of the Republic of Kazakhstan**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Serial number | Indicators | The number of lists of projects, issues, scientific and technical documentation for which the documents are subject to transfer to the state storage | Deadlines | | Number of units | | | |
| entered in the inventory of documents | deadlines | | stored over a fixed (contractual) period |
| initial | terminal | initial | terminal |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|  | Research |  |  |  |  |  |  |  |
|  | Designer |  |  |  |  |  |  |  |
|  | Technological |  |  |  |  |  |  |  |
|  | Project |  |  |  |  |  |  |  |
|  | Other types |  |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |  |

**Section 3. Administrative Documentation**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Serial number | Indicators | Number of units | | | | | | |
| Total | Deadlines | | Indicate those included in the inventory of cases, documents, approved (agreed) by the expert-verification commission of the local executive body (state archive) | | | stored over a fixed (contractual) period |
| initial | terminal | Total | Deadlines | |
| initial | terminal |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | Permanent storage |  |  |  |  |  |  |  |
| 2 | By staff |  |  |  |  |  |  |  |

**Section 4. Personnel**

|  |  |  |
| --- | --- | --- |
| Serial number | Types of archives | Number of full-time employees |
| 1 | 2 | 3 |
| 1 | Scientific and technical documentation |  |
| 2 | Administrative documentation |  |

      Document storage conditions:

      archives: yes, no; dry, wet; light, dark (underline as appropriate);

      heating: central, stove, absent (underline as appropriate);

      shelves: metal, wooden, combined, no (underline as appropriate);

      cabinets: wooden, metal; no (underline as appropriate);

      signalization: fire: yes, no (underline as appropriate);

      security: yes, no (underline as appropriate);

      reading room: yes, no (underline as appropriate);

      Temperature and humidity conditions: observed, not observed (underline as appropriate).

      To organize the storage of electronic documents, the following two sections shall be completed:

**Section 1. Information on electronic documents**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Serial number | Indicators | Number of specific information resources | Volume of recorded information | Information on electronic documents | | | |
| number of electronic document storage units | volume of recorded information (Mb) | deadlines | |
| initial | terminal |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  |  |  |  |  |  |  |  |

**Section 2. Personnel**

|  |  |  |
| --- | --- | --- |
| Serial number | Types of archives | Number of full-time employees |
| 1 | 2 | 3 |
| 1 | Electronic documents |  |

      Document storage conditions:

      archives: yes, no; dry, wet; light, dark (underline as appropriate);

      heating: central, stove, no (underline as appropriate);

      shelves: metal, wooden, combined, no (underline as appropriate);

      cabinets: wooden, metal; no (underline as appropriate);

      signalization: fire: yes, no (underline as appropriate);

      security: yes, no (underline as appropriate);

      reading room: yes, no (underline as appropriate);

      Temperature and humidity conditions: observed, not observed (underline as appropriate).

      The following five sections shall be filled in for organizing the storage of audiovisual documentation:

**Section 1. Film documents**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Serial number | Indicators | Number of units | | | | | | |
| Total | deadlines | | those included in the inventory of cases, documents, approved (agreed) by the expert-verification commission of the local executive body (state archive) | | | stored over a fixed (contractual) period |
| initial | terminal |
| Total | deadlines | |
| initial | terminal |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | On 35 mm film strip |  |  |  |  |  |  |  |
| 2 | On 16 mm film strip |  |  |  |  |  |  |  |

**Section 2. Photo Documents**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Serial number | Indicators | | Number of units | | | | | | |
| Total | deadlines | | Those included in the inventory of cases, documents, approved (agreed) by the expert-verification commission of the local executive body (state archive) | | | stored over a fixed (contractual) period |
| initial | terminal |
| Total | deadlines | |
| initial | terminal |
| 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | Negatives | black and white |  |  |  |  |  |  |  |
| colored |  |  |  |  |  |  |  |
| 2 | Positives on film strip, dia-positives (slides) | black and white |  |  |  |  |  |  |  |
| colored |  |  |  |  |  |  |  |
| 3 | Photo prints | |  |  |  |  |  |  |  |
| 4 | Photo albums | number of albums |  |  |  |  |  |  |  |
| number of shots |  |  |  |  |  |  |  |

**Section 3. Phonodocuments**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Serial number | Indicators | Number of units | | | | | | |
| Total | deadlines | | Those included in the inventory of cases, documents, approved (agreed) by the expert-verification commission of the local executive body (state archive) | | | stored over a fixed (contractual) period |
| initial | terminla |
| Total | deadlines | |
| initial | terminal |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | Magnetic records |  |  |  |  |  |  |  |
| 2 | Gramophone records |  |  |  |  |  |  |  |
| 3 | Records on other media |  |  |  |  |  |  |  |

**Section 4. Video Documents**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Serial number | Indicators | Number of units | | | | | | |
| Total | deadlines | | Those included in the inventory of cases, documents, approved (agreed) by the expert-verification commission of the local executive body (state archive) | | | stored over a fixed (contractual) period |
| initial | Terminal |
| Total | deadlines | |
| initial | terminal |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

**Section 5. Personnel**

|  |  |  |
| --- | --- | --- |
| Serial number | Types of archives | Number of full-time employees |
| 1 | 2 | 3 |
| 1 | Film library |  |
| 2 | Photo libraries |  |
| 3 | Record libraries |  |
| 4 | Video libraries |  |

      Document storage conditions:

      archives: yes, no; dry, wet; light, dark (underline as appropriate);

      heating: central, stove, absent (underline as appropriate);

      shelves: metal, wooden, combined, no (underline as appropriate);

      cabinets: wooden, metal; no (underline as appropriate);

      signalization: fire: yes, no (underline as appropriate);

      security: yes, no (underline as appropriate);

      reading room: yes, no (underline as appropriate);

      Temperature and humidity conditions: observed, not observed (underline as appropriate).

      The following three sections shall be filled in to store management records:

**Section 1. General Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Serial number | Number of archive funds | Square of archives in square meters | Capacity of archives in percent |
| 1 | 2 | 3 | 4 |

**Section 2. Information about documents**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Serial number | Indicators | Number of units | | | | | | | |
| Total | deadlines | | Those of them included in the inventories approved (agreed) by the expert-verification commission of the local executive body (state archive) | | | stored over a fixed (contractual) period | formed in the year of deeds, documents |
| initial | terminal |
| Total | deadlines | |
| initial | terminal |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 | Permanent storage |  |  |  |  |  |  |  |  |
| 2 | By staff |  |  |  |  |  |  |  |  |

**Section 3. Personnel**

|  |  |
| --- | --- |
| Serial number | Number of full-time employees |
|  |  |

      Document storage conditions:

      archives: yes, no; dry, wet; light, dark (underline as appropriate);

      heating: central, stove, no (underline as appropriate);

      shelves: metal, wooden, combined, no (underline as appropriate);

      cabinets: wooden, metal; no (underline as appropriate);

      signalization: fire: yes, no (underline as appropriate);

      security: yes, no (underline as appropriate);

      reading room: yes, no (underline as appropriate);

      Temperature and humidity conditions: observed, not observed (underline as appropriate).

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (position, last name, initials, signature of the head of the organization,

      part of the organization’s passport archive)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (the date of filling in the passport of the organization’s archive)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (position, surname, initials, signature, telephone number of the person who filled in the passport of the organization’s archive)

      Format A3 (297х420)

|  |  |
| --- | --- |
|  | Annex 20 to Order No. 343 of the Minister of Culture and Sports of  the Republic of Kazakhstan  as of December 4, 2018 |

      Document form

**Inventory book of scientific and technical documentation**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Inventory number of accounting unit | Date of creation of the accounting unit | Accounting unit designation | Number of sheets | Format | Accounting Unit Name | Issued by | Signature of acceptance of documents | Note |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

      Total \_\_\_\_\_\_\_\_ year received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ units of account. (in numbers and in words)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (title of the position, surname, initials, signature of the person who prepared the final annual record)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (position, name, initials, signature of the head of the departmental (private) archive of the organization)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date of compilation)

      Format A3 (297Х420)

|  |  |
| --- | --- |
|  | Annex 21 to Order No. 343 of the Minister of Culture and Sports of the Republic of Kazakhstan as of December 4, 2018 |

      Document form

**The front side of the registration card of**  
**scientific and technical documentation**

|  |  |
| --- | --- |
| Number of the complex | Object number |
| Object cipher | |
| Name of the complex | |
| Object name | |
| Project stage | |
| Year of development | |
| Developing Department | |
| Chief Project Engineer | |
| Technological organization | |
| Note | |

**The downside of the registration card of**  
**scientific and technical documentation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Inventory number | Mark and sheet numbers | Number of sheets | Storage |
| 1 | 2 | 3 | 4 | 5 |

      A5 format (148Х210)

|  |  |
| --- | --- |
|  | Annex 22 to Order No. 343 of the Minister of Culture and Sports of the Republic of Kazakhstan as of December 4, 2018, |

      Document form

**Inventory book for accounting research documentation**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Serial number | Designation | Receipt date | Stage | Topic title and number | Registration number | Developer | Leader (executive officer) | Number of sheets | Amount and number of copies | Disposal mark | Note |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  |  |  |  |  |  |  |  |  |  |  |  |

      Totally \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ units of storage were received in \_\_\_\_\_\_\_\_

      (in numbers and in words)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ units of storage were dropped out.

      (in numbers and in words)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (position, surname, initials, signature of the person who prepared the final annual record)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (position, surname, initials, signature of the head of the departmental (private) archive of the organization)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date of compilation)

      Format A3 (297Х420)

|  |  |
| --- | --- |
|  | Annex 23 to Order No. 343 of the Minister of Culture and Sports of  the Republic of Kazakhstan as of December 4, 2018 |

      Document form

**Application registration log for the issue of an invention patent**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Serial number | Date of application | Incoming application number | Patent number | Country | Title of invention | Authors | Applicant | Patent Attorney | Address, telephone number, fax | Expert | Amount of paid duty, date and number of payment document |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  |  |  |  |  |  |  |  |  |  |  |  |

      A4 format (210Х297)

|  |  |
| --- | --- |
|  | Annex 24 to Order No. 343 of the Minister of Culture and Sports of  the Republic of Kazakhstan as of December 4, 2018 |

      Document form

**The front side of the account card of the**  
**unit storage of electronic documents**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the organization from which the documents were received | Accounting Unit Title | Storage unit number | Mark about the availability of copies of documents on electronic media | Receipt date |
|  |  |  |  |  |
| Format | Type of media | Volume in MB | Number of records for the database | Date of creation |
|  |  |  |  |  |
| Retention period | Storage place | Notes | | Signature of person who made an entry |
|  |  |  | |  |

**The downside of the account card of the**   
**storage unit of electronic documents**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Type of work (rewriting, migration) | The number of the act of rewriting and migration | Date | New format | Volume in MB | Type of media | Storage unit numbers | Signature of person who made an entry |
|  |  |  |  |  |  |  |  |

      A5 format (148Х210)

|  |  |
| --- | --- |
|  | Annex 25 to Order No. 343 of the Minister of Culture and Sports of the Republic of Kazakhstan as of December 4, 2018 |

      Document form

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (archive name, postal code, address, telephone number, fax)

**Archive transcript**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_ No. \_\_\_\_\_\_\_\_\_\_ | Destination |
| on number \_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_ |  |

      Ground:

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (position, surname, initials, signature of the archive manager)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (position, surname, initials, signature of the person who compiled the archive transcript)

      Stamp of the archive

      A4 format (210X297)

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