

On approval of documents forms, executed (compiled) during acquisition, storing, accounting and using documents of the National archive fund and other archival documents by state and special state archives

Invalidated Unofficial translation

Order № 62 of the Minister of Culture and Sport of the Republic of Kazakhstan dated March 12, 2019. Registered in the Ministry of Justice of the Republic of Kazakhstan on March 15, 2019 № 18392. Expired by Order of the Minister of Culture and Information of the Republic of Kazakhstan dated 22.11.2023 № 458-NK (effective ten calendar days after the date of its first official publication).

Unofficial translation

Footnote. Expired by Order of the Minister of Culture and Information of the Republic of Kazakhstan dated 22.11.2023 No. 458-NK (effective ten calendar days after the date of its first official publication).

In accordance with the Rules for acquisition, storage, accounting and using documents of the National archive fund and other archival documents by state and special state archives, approved by the resolution of the Government of the Republic of Kazakhstan dated September 20, 2018, № 576, **I ORDER**:

- 1. To approve:
- 1) the form of inventories of cases, documents of permanent storage according to Appendix 1 to this order;
- 2) the form of inventory of cases on the personnel according to Appendix 2 to this order
- 3) the form of the act on allotment of documents to destruction, which are not subject to storage according to Appendix 3 to this order;
- 4) the form of the acceptance-transfer act of documents for storage according to Appendix 4 to this order;
- 5) the form of the acceptance act for storage of documents of personal origin according to Appendix 5 to this order;
- 6) the form of the return act of archival documents of personal origin according to Appendix 6 to this order;
- 7) the form of the card of the fund topographical index according to Appendix 7 to this order;
- 8) the form of the card of the stack topographical index according to Appendix 8 to this order;

- 9) the form of a check sheet of availability and state of archival documents according to Appendix 9 to this order;
- 10) the form of the check act of availability and state of archival documents according to Appendix 10 to this order;
- 11) the form of the act on technical errors in accounting documents according to Appendix 11 to this order;
- 12) the form of the act on detection of archival documents according to Appendix 12 to this order;
- 13) the form of the act on irreparable damage to documents according to Appendix 13 to this order;
- 14) the form of the accounting card of undetected archival documents according to Appendix 14 to this order;
- 15) the form of the accounting card of archival documents on a paper basis with damages of the carrier according to Appendix 15 to this order;
- 16) the form of the card of accounting of archival documents on a paper basis with text damages according to Appendix 16 to this order;
- 17) the form of the accounting card of technical state of a video document according to Appendix 17 to this order;
- 18) the form of the accounting card of technical state of a film document according to Appendix 18 to this order;
- 19) the form of the accounting card of technical state of a phonodocument according to Appendix 19 to this order;
- 20) the form of the accounting card of technical state of a photo document according to Appendix 20 to this order;
- 21) the form of the act on non-detection of documents, which search paths are exhausted according to Appendix 21 to this order;
- 22) the form of the list of main defects found on film documents according to Appendix 22 to this order;
- 23) the form of the sheet-certifier of the case according to Appendix 23 to this order;
- 24) the form of the alternate card of a storage unit according to Appendix 24 to this order;
- 25) the form of the sheet of documents usage according to Appendix 25 to this order;
- 26) the form of the book for issuance of archival documents, copies of the usage fund from the storage for temporary use according to Appendix 26 to this order;
- 27) the form of the order for issuance of archival documents, copies of the usage fund from the archive, inventories according to Appendix 27 to this order;

- 28) the form of the act on issuance of archival documents for temporary use according to Appendix 28 to this order;
- 29) the form of the book for accounting documents receipts according to Appendix 29 to this order;
 - 30) the form of the list of funds according to Appendix 30 to this order;
 - 31) the form of the fund sheet according to Appendix 31 to this order;
 - 32) the form of the accounting sheet according to Appendix 32 to this order;
- 33) the form of the register of inventories of cases, documents according to Appendix 33 to this order;
- 34) the form of the inventory book of accounting cases, documents decorated with precious metals and stones, having precious metals and stones in the application according to Appendix 34 to this order;
- 35) the form of accounting and description sheet of the document referred to cultural values according to Appendix 35 to this order;
- 36) the form of the list of funds containing especially valuable documents according to Appendix 36 to this order;
- 37) the form of inventory of especially valuable cases, documents according to Appendix 37 to this order;
- 38) the form of the list of numbers of especially valuable cases (number plate) according to Appendix 38 to this order;
- 39) the form of the register of inventories of especially valuable cases, documents according to Appendix 39 to this order;
- 40) the form of the book of accounting of receipts of the insurance Fund and the fund use on microfiche according to Appendix 40 to this order;
- 41) the form of the registration book of receipts of the insurance fund and the use fund on a roll film according to Appendix 41 to this order;
- 42) the form of the insurance fund inventory on microfiche according to Appendix 42 to this order;
- 43) the form of the insurance fund inventory on a roll film according to Appendix 43 to this order;
- 44) the form of internal inventory of documents of the case according to Appendix 44 to this order;
- 45) the form of the act on seizure of original storage units, archival documents according to Appendix 45 to this order;
- 46) the form of the act on separation, consolidation of cases, inclusion of new documents into the case according to Appendix 46 to this order;
- 47) the form of the act of description of documents, processing of inventories according to Appendix 47 to this order;

- 48) the form of the act on declassification of documents according to Appendix 48 to this order;
- 49) the form of composition of the guidebook requisites according to Appendix 49 to this order;
 - 50) the form of the archival inquiry according to Appendix 50 to this order;
 - 51) the form of the archival extract according to Appendix 51 to this order.
- 2. The Department of archives and documentation of the Ministry of Culture and Sports of the Republic of Kazakhstan in accordance with the procedure established by legislation shall ensure:
- 1) state registration of this order in the Ministry of Justice of the Republic of Kazakhstan;
- 2) sending of this order in electronic form in the Kazakh and Russian languages to the Republican state enterprise on the right of economic management "Republican center of legal information" for official publication and inclusion to the Standard control bank of regulatory legal acts of the Republic of Kazakhstan within ten calendar days from the date of its state registration;
- 3) placement of this order on the Internet resource of the Ministry of Culture and Sports of the Republic of Kazakhstan within two working days after its entry into force :
- 4) submission of information on implementation of measures to the Department of legal service of the Ministry of Culture and Sport of the Republic of Kazakhstan within two working days after implementation of measures provided for in this paragraph.
- 3. Control over execution of this order shall be assigned to the supervising Vice-Minister of Culture and Sport of the Republic of Kazakhstan.
 - 4. This order shall be enforced after its first official publication.

Minister of Culture and Sport of the Republic of Kazakhstan A. Mukhamediuly

Appendix 1
to the order of the Minister of
Culture and Sport
of the Republic of Kazakhstan
№ 62 dated March 12, 2019
Form of inventories of cases,
documents of permanent storage

Inventory of cases, documents of permanent storage, compiled in the archive

Archival fund No	2
Inventory №	of cases, documents of permanent storage
(official name of	Ethe organization)
for	year (s)

Serial number	Office indexes or numbers based on the old inventory	The title of the case	Deadlines	Number of sheets	Note
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of organization | executive of the local body (archive) | from _____ year № _____ |

Note: the storage unit number of the phonodocument of a gramophone record (phonorecord) consists of the numbers of each of its sides and includes two digits, for

example, 1-1, 1-2. For one-sided records, this column is not filled in.

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(position, surname, in	Agreed by the Protocol of expert- verification commission (expert commission) of the local executive body from	ing
(position, surname, in	Agreed by the Protocol of expert- verification commission (expert commission) of the local executive body from year No Format A4 (210X297) Appendix 4 to the order of the Minister of	ring
(position, surname, in	Agreed by the Protocol of expert- verification commission (expert commission) of the local executive body from	ring
(position, surname, in	Agreed by the Protocol of expert- verification commission (expert commission) of the local executive body from year № Format A4 (210X297) Appendix 4 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan № 62 dated March 12, 2019	ring
(position, surname, in	Agreed by the Protocol of expert- verification commission (expert commission) of the local executive body from year № Format A4 (210X297) Appendix 4 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan № 62 dated March 12, 2019 Form	ring
(position, surname, in	Agreed by the Protocol of expert- verification commission (expert commission) of the local executive body from year № Format A4 (210X297) Appendix 4 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan № 62 dated March 12, 2019	ring
(position, surname, in	Agreed by the Protocol of expert- verification commission (expert commission) of the local executive body from year № Format A4 (210X297) Appendix 4 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan № 62 dated March 12, 2019 Form Approve (position,	ing
(position, surname, in	Agreed by the Protocol of expert- verification commission (expert commission) of the local executive body from year № Format A4 (210X297) Appendix 4 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan № 62 dated March 12, 2019 Form Approve (position, surname, initials	ring
	Agreed by the Protocol of expert- verification commission (expert commission) of the local executive body from year № Format A4 (210X297) Appendix 4 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan № 62 dated March 12, 2019 Form Approve (position,	ing

				C	of the archive)	
					(date)	
-	of acceptance and transfer of documents for storage				№	
ate)						
the reasor	n for transfer)					
(name of t	he transferred arch	ival fun	d)			
passed,						
(name of t	he submission orga	anization	n)			
accepted	<u> </u>					
•				I		rer
paratus for t	· · · · · · · · · · · · · · · · · · ·			Number of stora		rer
paratus for t	Name, the number of inventory 2	Number o		Number of stora	ge Note 5	rer
paratus for t	Name, the number of inventory 2	Number o copies		Number of stora units	ge Note	ren
oparatus for t	Name, the number of inventory 2 pted	Number o copies		Number of stora units	ge Note 5	ren
pparatus for terial number Total acceptosition, surname,	Name, the number of inventory 2 pted	Number o copies 3	f inventory (position, s	Number of stora units 4 surname,	ge Note 5	ren
Total acceposition, surname,	Name, the number of inventory 2 pted	Number o copies 3	f inventory (position, s	Number of stora units 4 surname,	ge Note 5storage units.	ren
pparatus for terial number Total acceptosition, surname, nitials, signature of transfer)	Name, the number of inventory 2 pted f the person who made the	Number o copies 3	(position, sinitials, sig	Number of stora units 4 surname,	ge Note 5storage units.	ren
pparatus for terial number Total acceptosition, surname, nitials, signature of late of transfer) The archive	Name, the number of inventory 2 pted	Number o copies 3 e transfer)	(position, sinitials, sig	Number of stora units 4 surname, mature of the person	ge Note 5storage units.	ren

	f the head of the submission organiz	,
(signature of the head of the	organization)	
(date)		
	Format A4 Append to the order of th Culture an of the Republic o № 62 dated Ma	dix 5 ne Minister of d Sport of Kazakhstan rch 12, 2019
	Approve	
Official name of the organization	(position, surname, initials of the head of the archive)	
one mand of the organization	(signature of the head of the archive)	
	(date)	
Act of acceptance of docume (date)	ents of personal origin for storage	
Based on the decision of the No dated and contract dated		tocol
Based on the decision of the possed, (surname, initials of the possed)	essor/owner)	tocol
Based on the decision of the possed, (surname, initials of the possed)	essor/owner)	tocol

	gnature of the archive employee) ne accounting documents based on the results of
— (position, surname, initials, sig	gnature of the person who made the changes)
(date of making changes to ac	counting documents)
(date of making enanges to de	A4 format (210X297) Appendix 6 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan № 62 dated March 12, 2019 Form
	Approve
Official name of the organization	(position, surname, initials of the head of the archive)
	(signature of the head of the archive)
	(date)
Act of return of archival documents No	1 6
(date)	_
	xpert- verification commission (protocol
based on the description of arc	chival documents of the fund №
(name of the fund)	-1. 1
return of the following archive	al documents to the owner:

Total:			_ storage unit	documents	
sheets).					
(position, sur Documents r		_	are of the arch		*)
		. •	are of the poss ounting docur	· · · · · · · · · · · · · · · · · · ·	on the results of the
(position, sur	rname, initi	als, signatu	ure of the perso	on who made	e the changes)
(date of mak	ing change	s to accoun	nting documen	Format Ap to the order Cultu of the Repu	A4 (210X297) opendix 7 of the Minister of re and Sport blic of Kazakhstan d March 12, 2019 Form
Form of the card	of fund topo	ographical i	ndex		
Front side Name of the archival f	und		Archival fund I Bulk Floor (tier) Archives Room		
	its of storage m № to №	Rack №	Cabinet №	Shelf №	Note
1 2	-	3	4	5	6
Back side					·
1 2		3	4	5	6
				Format A5 (1482	X210) or A6 (148X105)

Appendix 8

to the order of the Minister of
Culture and Sport
of the Republic of Kazakhstan
№ 62 dated March 12, 2019

Form of the card of stack

Front side

					Bulk		_		
ack No					Floor (tier)				
		Archives							
					Room				
						11.4	. ,		
ibinet N	S o.			Archival fund №		Units of	storage		
iomet J	<u> </u>	Shelf № _		Archival fulld Nº	Inventory №	110111 7/2	to №	Note	
		2		3	4	5		6	
Bac	k side							-	
	.11 5144	2		3	4	5		6	
					-		(1.403/210		403/105)
					F	ormat A5 (•		148X1U5)
						to the	Append	aix 9 ne Ministe	or of
									71 OI
							Culture an	-	atan
							-	of Kazakh	
						No 67			
						№ 62	Fori	nrch 12, 20 m)19
					hived documents	nts	Fori	m	J19
Che ————————————————————————————————————	mber a	et №	e of the	f availability	and state of an	nts	Fori	m	J19
Che (nut) The (pos)	mber at the check sition,	et № and name of was consurname of who have	e of the	f availability ne archival function als, signature	and state of an	nts rehived	docum	ents	
Che (nut) The (pos)	mber a	and named was consuments	ne of the onduction in the initial ini	f availability ne archival funded by als, signature	and state of and	e of cas	docum	ents	
Che (nut) The (pos)	mber at the check sition,	et № and name of was consumant of who have the control of th	ne of the onduction in the characteristics are characteristics.	f availability ne archival function of the ar	and state of and and)	e of cas	docum	ents	
Che (numeron (posterior personal person	mber at the check sition,	and named was consuments Technical Letter nu	ne of the onduction in the characters in the cha	f availability ne archival function of the ar	and state of and and) bility and state Others, as a resul	e of cas	docum	ents	
(numerous) (numerous) (post- personal p	mber a check sition,	and named was consuments Technical Letter numents reflective in the consuments of t	ne of the onduction are, initial are characters in the control of	re archival furted by	of which the	e of cas	docum	ents	
Che (num The (post person vailabili	mber at the check sition, sons (sons	and named was consuments Technical Letter nu	ne of the onduction are, initial are characters in the control of	f availability ne archival function of the ar	and state of and and) bility and state Others, as a resul	e of case Listed in the inventor y as a	es and	ents	
Che (num The (post person vailability)	mber a e check sition, sons (sons (sons of the check sition)	and named was consuments Technical Letter number reflection in the final e	ne of the onduction are, initial are characters in the control of	re archival furted by	of which the	e of cas	es and Number s of storage	docum	ents)
(numeron for the control of the cont	mber a e check sition, sons (s ity of doc Number o f storage	and named was consumments Technical Letter not reflect the final e	ne of the onduct the initial area of the onduct th	re archival fured by	others, as a resul of which the volume	e of case Listed in the inventor y as a result of	es and Number s of storage	ents	ents)

н о

н о

	inventor y	н е учтенн ые	учтены в объеме	н е учтенн ые	учтены в объеме	increase d		ing technica l errors	tempora ry use			
1	2	3	4	5	6	7	8	9	10	11	12	

continuation of the table

Availability documents	of	Documer	nts state								
There are not include d in the inventor y (tempora ry codes o f unproce ssed storage units)				of storag			recover y of fading texts	Number s of storage units that are irrepara bly damage d			Note
13 14		15	16	17	18	19	20	21	22	23	24

Total there are	storage unit	s included	and not i	included	in the
inventory.					
(in figures and words)					
(position, surname, initials, si	gnature of the p	erson (s) wh	o made th	ne change	es)
(checksheet date)					

Note: when checking availability and state of audio-visual and machine-readable (electronic) documents, appropriate clarifications shall be made.

Format A3 (297x420)
Appendix 10
to the order of the Minister of
Culture and Sport
of the Republic of Kazakhstan
№ 62 dated March 12, 2019
Form

Approve

(position, surname, initials of the head of the archive)

(signature of the head of the archive)

(date)

Archival fund №	
Name of the archival fund	
Inventory numbers	
The check was conducted from till	
The check established:	
1. Listed according to the inventory	
storage units.	
(number)	
2. Technical errors identified:	
2.1. Have letter numbers:	
1) not included in the final record	
storage units;	
(number)	
2) not listed, but included in the final record	storage units;
(number)	
2.2. Missed numbers:	
1) not included in the final record	
storage units;	
(number)	
2) not listed, but included in the final record	storage units;
(number)	
2.3. Others, resulting in an increase in volume by	storage
units;	
(number)	
decreased by	
storage units.	
(number)	
3. Listed in the inventory as a result of elimination of technical	
(1)	storage units.
(number)	
4. Not available	storage units.
(number)5. Available on this fund (included in the inventory)	

storage units;
of which requiring:
1) disinfection
storage units;
(number)
2) disinsection
storage units;
(number)
3) restoration
storage units;
(number)
4) binding or filing
storage units;
(number)
5) restoration of fading texts
storage units;
(number)
6) irreparably damaged
storage units;
(number)
7)
;
8)
;
9)
;
10)
;
11)
6. Available not included in the inventory
storage units.
(number)
7. Total for this fund (included and not included in the inventory), available
storage units.
(number)
8. Characteristics of their storage conditions.

Negative phenomena in the state	and conditions of storage.	
The check was conducted by:		
(position, surname, initials, signa Agreed:	nture of the person conducting the check)	
(position, surname, initials, signa	nture of the head of the department (archives))
(date)	Format A4 (210X297) Appendix 11 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan № 62 dated March 12, 2019 Form	
	Approve (position, surname, initials of the head of the archive)	
Official name of the organization	(signature of the head of the archive)	
	(date)	
Act on technical errors in accounting o	locuments	
(date)		
Archival fund No Name of the fund		
In the course of performingin the records were identified:	technical	error

The title of the document	Existing record	Should be written		
2 3				
As a result, the nun	nber of storage units	increased (decreased) by		
storage units.				
(in figures and wor	ds)			
Note:				
	 			
		the archive employee)		
•	ade to the accounting	ng documents based on the results of the		
description.				
	-			
(position, surname,	initials, signature of	the person who made the changes)		
(1)	, , , , , , , , , , , , , , , , , , ,			
(date of making cha	anges to accounting d			
		Format A4 (210X297) Appendix 12		
		to the order of the Minister of		
		Culture and Sport		
		of the Republic of Kazakhstan № 62 dated March 12, 2019		
		Form		
	App	prove		
	(po	sition, surname,		
	a a	ials of the head of the archive)		
Official name of the organization				
	(SIg	gnature of the head of the archive)		
	(da	te)		
Act on detection of arch	ival documents			
No on deceeding of them				
(date)				
In course of				
it was discovered				
(type of work)				

Serial number	Title of storage units	Code (if any)	Deadlines	Number of sheets (the playing time, footage)	To which archival fund belongs (new code)	Note	
1	2	3	4	5	6	7	
Total c	letected					st	orag
inits.							
(in figu	res and word	ds)					
– (positio	n curnama	initials sig	nature of tl	he archive em	nlovee)		
		,		ing documen	1 2 /	n the resui	lts (
escription	•	made to th	c account	ing documen	its based of	ii tiic resu	iis (
cscription	•						
(date of	making cha	anges to acc	ounting do	to of N	Format A4 (21 Appendix the order of the Culture and the Republic of 62 dated March Form	13 Minister of Sport Kazakhstan	
(date of	making cha	anges to acc	Appr	to of N	Appendix the order of the Culture and the Republic of \(\text{62} \) dated March	13 Minister of Sport Kazakhstan	
(date of	making cha	anges to acc	Appr (posi	to of N	Appendix the order of the Culture and the Republic of 62 dated March Form	13 Minister of Sport Kazakhstan	
	making cha		Appr (posi initia	to of ove tion, surname, ls of the head of th	Appendix the order of the Culture and the Republic of 62 dated March Form	13 Minister of Sport Kazakhstan	
			Appr (posi initia	to of Nove	Appendix the order of the Culture and the Republic of 62 dated March Form	13 Minister of Sport Kazakhstan	
			Appr (posi initia	ove tion, surname, ls of the head of the	Appendix the order of the Culture and the Republic of 62 dated March Form	13 Minister of Sport Kazakhstan	

	re	storage u	nits found	to be irreparab	oly damaged in	the
archival fund						
Inventory number	Storage units number	Title of damaged storage units	Deadlines	Number of shee (playing time, footage)	Nature and causes of damage	
1	2	3	4	5	6	
Total four	nd irreparably	damaged			storage units.	
(in figures	s and words)					
(surname,	initials, signa	ature of the he	ad of the de	epartment)		
— (surname.	initials signa	ature of the cu	stodian of	funds)		
	. •	re subject to w				
The fisted	documents a	ie subject to w	ritilig-off (iuc to		•
(position,	surname, init	ials, signature	of the expe	ert)		
(date)						
Agreed			Agreed			
by the protocol of	the central expert		by the protoco	l of expert- verification	on	
commission (expe	rt commission)		`	expert commission)		
of organization				ne local body (archive)	
from	_ year №		from	year №		
Change	es were mad	le to the acco	ounting do	cuments based	on the results	of
description.						
1						
						
	·	:-1	- C (1		1	
(position,	surname, init	iais, signature	of the pers	on who made the	ne changes)	
(date of m	aking change	es to accountin	g documer	its)		
(date of m	naking change	es to accountin	g documen	·	(210X297)	
(date of m	naking change	es to accountin	g documer	Format A4 Apper	(210X297) ndix 14 the Minister of	

of the Republic of Kazakhstan № 62 dated March 12, 2019

_			•	4
н	1	nt	C1	de
	.,			LIL.

Front side					
In the archiv	ves				
(name of the Name of the	archives) e archival fund _				
Date of the	document non-d	etection			
Serial number	Storage units number	Title of storage	units	Deadlines	Number of sheets (playing time, footage)
1	2	3		4	5
Back side					
Mark on the progress	of the search	Sear	ch resu	alt	
1		2			
				Cultu of the Repu	of the Minister of re and Sport blic of Kazakhstan I March 12, 2019 Form
Archival fun Inventory No	ıd №		раро	er basis with dam	ages of the carrier
Kazakhstan or e	on its belonging specially valuable adlines of docum	le)	cts o	f national herita	ge of the Republic of
Index of a group (subgroup) of defects	Signs of the carrier damage	Numbers of dar sheets of the cas	_	Total number of sheets	Note
1	2	3		4	5

(position, surname, initials, signature of the person who filled out the card)

(date)

Format A4 (210X297mm) or A5 (210Х148 мм) Appendix 16 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan № 62 dated March 12, 2019 Form

	An accounting	card of a	archival d	locuments	on a paper	basis v	with d	lamages (of the	text
--	---------------	-----------	------------	-----------	------------	---------	--------	-----------	--------	------

Inventory №	d №	_		
	!			
Case №				
(with a note	on its belonging	g to the objects o	f national herita	age of the Republic of
Kazakhstan or es	specially valuabl	le)		
Volume, dea	adlines of docum	ents		
Index of a group (subgroup) of defects		Numbers of damaged sheets of the case	Total number of sheets	Note
1	2	3	4	5
(1, ,)				
(date) Format A4 (210X297mm) or	· A5 (210X148 м	тм)	
` /	210X297mm) or	· А5 (210Х148 м	,	pendix 17
` /	210X297mm) or	· А5 (210X148 м	Ap to the order	of the Minister of
` /	210X297mm) or	· А5 (210Х148 м	Ap to the order Cultu	of the Minister of are and Sport
` /	210X297mm) or	· А5 (210Х148 м	Ap to the order Cultu of the Repu № 62 date	of the Minister of re and Sport blic of Kazakhstan d March 12, 2019
` /	210X297mm) or	· А5 (210Х148 м	Ap to the order Cultu of the Repu № 62 date Form of th	of the Minister of the are and Sport blic of Kazakhstan d March 12, 2019 e accounting card
, ,	210X297mm) or	· А5 (210Х148 м	Ap to the order Cultu of the Repu № 62 date Form of th of tech	of the Minister of re and Sport blic of Kazakhstan d March 12, 2019
Format A4 (2	210X297mm) or	· А5 (210Х148 м	Ap to the order Cultu of the Repu № 62 date Form of th of tech	of the Minister of the are and Sport blic of Kazakhstan d March 12, 2019 e accounting card unical state of
, ,		А5 (210Х148 м	Ap to the order Cultu of the Repu № 62 date Form of th of tech	of the Minister of the are and Sport blic of Kazakhstan d March 12, 2019 e accounting card unical state of

Recording date	Recording date	Recording format				
Name of the organization where the ecord was made						
Production Pro	Name of the organization where the					
Production Pro	record was made	Author				
Chromaticity Total timeline Timeline of the roll Back side general characteristics of technical state of the video document) Fest results 1. Magnetic media state 2. Video level 3. Audio signal level 4. The presence of lines drops 5. State of the videotape mechanism 6. General assessment of echnical state of the video document (position, surname, initials, signature of the person who filled out the card) (date of check) Format A4 (210×297) Appendix 18 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan No 62 dated March 12, 2019 Form An accounting card of technical state of the film document the number of units of storage) Production number						
Total timeline						
Timeline of the roll						
general characteristics of technical state of the video document) Test results Magnetic media state Video level Audio signal level The presence of lines trops State of the videotape nechanism General assessment of echnical state of the video locument (position, surname, initials, signature of the person who filled out the card) (date of check) Format A4 (210×297) Appendix 18 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan No 62 dated March 12, 2019 Form An accounting card of technical state of the film document the number of units of storage) Production number						
Fest results 1. Magnetic media state 2. Video level 3. Audio signal level 4. The presence of lines drops 5. State of the videotape mechanism 6. General assessment of echnical state of the video document (position, surname, initials, signature of the person who filled out the card) (date of check) Format A4 (210×297) Appendix 18 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan No 62 dated March 12, 2019 Form An accounting card of technical state of the film document the number of units of storage) Production number	Back side					
1. Magnetic media state 2. Video level 3. Audio signal level 4. The presence of lines drops 5. State of the videotape mechanism 6. General assessment of echnical state of the video document (position, surname, initials, signature of the person who filled out the card) (date of check) Format A4 (210×297) Appendix 18 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan Ne 62 dated March 12, 2019 Form An accounting card of technical state of the film document the number of units of storage) Production number Production number	general characteristics of techni	cal state of the video document)				
2. Video level 3. Audio signal level 4. The presence of lines drops 5. State of the videotape mechanism 6. General assessment of echnical state of the video document (position, surname, initials, signature of the person who filled out the card) (date of check) Format A4 (210×297) Appendix 18 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan № 62 dated March 12, 2019 Form An accounting card of technical state of the film document the number of units of storage) Production number	Test results					
A. Audio signal level 4. The presence of lines firops 5. State of the videotape mechanism 6. General assessment of echnical state of the video document (position, surname, initials, signature of the person who filled out the card) (date of check) Format A4 (210×297) Appendix 18 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan № 62 dated March 12, 2019 Form An accounting card of technical state of the film document the number of units of storage) Production number	1. Magnetic media state					
A. The presence of lines drops 5. State of the videotape mechanism 6. General assessment of echnical state of the video document (position, surname, initials, signature of the person who filled out the card) (date of check) Format A4 (210×297) Appendix 18 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan No 62 dated March 12, 2019 Form An accounting card of technical state of the film document the number of units of storage) Production number	2. Video level					
drops 5. State of the videotape mechanism 6. General assessment of echnical state of the video document (position, surname, initials, signature of the person who filled out the card) (date of check) Format A4 (210×297) Appendix 18 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan № 62 dated March 12, 2019 Form An accounting card of technical state of the film document the number of units of storage) Production number	3. Audio signal level					
(date of check) Format A4 (210×297) Appendix 18 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan Ne 62 dated March 12, 2019 Form An accounting card of technical state of the film document the number of units of storage) Production number Production number	4. The presence of lines drops					
(position, surname, initials, signature of the person who filled out the card) (date of check) Format A4 (210×297) Appendix 18 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan № 62 dated March 12, 2019 Form An accounting card of technical state of the film document the number of units of storage) Production number	5. State of the videotape mechanism					
(date of check) Format A4 (210×297) Appendix 18 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan № 62 dated March 12, 2019 Form An accounting card of technical state of the film document the number of units of storage) Production number	6. General assessment of technical state of the video document					
Format A4 (210×297) Appendix 18 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan № 62 dated March 12, 2019 Form An accounting card of technical state of the film document the number of units of storage) Production number		, signature of the person who filled out the card)				
An accounting card of technical state of the film document the number of units of storage) Production number	(date of check)	Appendix 18 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan No 62 dated March 12, 2019				
Production number	An accounting card of tech					
	(the number of units of storage					
	Production number					

Part	nrt №, footage						
soun	d or dumb		-	•	_		ck and white,
•	o or triace type	tate)					
,	_	mestic or im					
, •		ntertype, etc	-				
(nam	- ne of the ty	ype of work)					
The 1	test results	s are as follo	ws:				
ate	Plan	Perforation pitch	Percentage of shrinkage	Date	Plan	Perforation pitch	Percentage of shrinkage
	2	3	4	5	6	7	8
No	ote: in ad	ldition to th	e account	ing card	, a defec	t statement	shall be mad

indicating the plan number and the nature of the defects.

Densities

	Frame	Densities					Densities		
Date	number or coordinat es of the measured area	Yellow	Purple	Blue	Date	number or coordinat es of the measured area		Purple	Blue
1	2	3	4	5	6	7	8	9	10

(position, surname, initials, si	gnature of the person who filled out the card)
(date of check)	

Format A4 (210×297) Appendix 19 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan

Front side

he number of a storage units)
Type of a phonodocument
(gramophone original, gramophone record
recording on a magnetic tape and others) Production number
Kit element
(original, copy) Recording date
Rerecording date
Name of the organization where the record was made
Recording medium
Recording speed
Playing time
Passport of technical state of the original gramophone
(position, surname, initials, signature of the person who filled out the card)
(date of check)

Back side

Date of check	Sound quality	Characteristics of physical and mechanical state of the recording medium	restoration and	Type of restoration and preventive treatment	Signature
1	2	3	4	5	6

Format A4 (210×297)

Appendix 20

to the order of the Minister of
Culture and Sport
of the Republic of Kazakhstan
№ 62 dated March 12, 2019
Form of the accounting card
of technical state of a
photodocument

Front side

Back side

(the number of storage units)
Type of a photodocument
(negative, double-negative, positive, slide (projection slide), black and white, color) Production number
Shooting date
Photographic quality
Technical state of the photo layer
Technical state of the base
Conclusion on the need for restoration and preventive treatment
(position, surname, initials, signature of the archive employee)
(accounting date)

Type of	f restoration	and preven	tive treatme	ent			
— (positio	n, surname,	initials, sign	nature of the	e person wh	o filled out the	e card)	
·	ting date) of restoration	on and preve	entive treatn	nent			
(positio	n, surname,	initials, sign	nature of the	e person wh	o filled out the	e card)	
(accoun	ting date)			of	Format A4 (210×2) Appendix 21 the order of the Min Culture and Spo The Republic of Kaz 62 dated March 12 Form	nister of ort zakhstan	
Official name of the organization			(position initials	Approve (position, surname, initials of the archive head) (signature of the archive head)			
			(date)	(date)			
Act on non-	detection of No		vhich search	paths are ex	hausted		
As a refollowing d		n the fund.	The measure	es taken by	tablished the a the archive to possible to re	search for	r did
register Serial number	Number of the inventory	Storage units number	Storage units title	Deadlines	The number of Su sheets (playing time, footage)	auses of	

1	2	3	4	5	6	7	
	Total			·		·	
stor	age units.						
((in figures and	words)					
,	The contents of	f the lost do	cuments ca	ın be partial	ly filled out	by the follow	ving cases
:							
							
	 (surname, initia	als, signatur	e of the hea	ad of the de	partment)		
	(surname, initia	ıls, signatur	e of the arc	hives mana	ger)		
		la gionatur	ea af tha ahi	iof austadia	n of funda)		
((surname, initia	us, signatui	e or the cm	iei custodia	n or runus)		
	 (number and da	ate of permi	ssion of the	e authorized	l body		
;	and relevant lo	cal executiv	e body for	de-registrat	ion of undet	ected docum	ents,
1	the search paths	s of which a	are exhaust	ed)			
			· · · · · · · · · · · · · · · · · · ·				
	(manufacture of d	data of the	andan af ti	ha Dinastan	of the one	irra fam mama	vel frame
2000	(number and ounting of unde				of the arch	ive for reino	vai iioiii
	the search paths			•			
	Changes have b			,	ments.		
((position, surna	me, initials	, signature	of the perso	on who made	e the changes	5)
-	(1-4 C 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1)		
	(date of making	g changes to	accounting	g document	,	A4 (210×297)	
						opendix 22	
					1 1	C.1 3.5	0

Appendix 22
to the order of the Minister of
Culture and Sport
of the Republic of Kazakhstan

List of main defects found in film documents

Serial number	Name of the defect	Determining the type of defect	Causes of occurrence	Consequences	Note
1	2	3	4	5	6
1	Emulsion scuff	Emulsion surface damages	Frequent use	Poor quality image	
2	Friction strips	Network of thin scratches along the roll on the film	Rewinding in spurts, manually tightening the roll of film	The stripes look like rain on the screen	
3	Scratches: small, dashed, medium, deep	Surface damage of the base	Frequent use	Dark strokes on the screen	
4	Damage of the perforation: a small notch, a medium notch, a deep notch	Break of the edge or corner of the perforation	Film tension, mismatch between the perforation of the film and the teeth of a gear drum on the sound editing table or in the movie projector	Leads to a burst of film. Frame shaking on the screen	
5	Dirt, fingerprints		Work without gloves. Careless handling	Spots on the image on the-screen	
6	Joining		Film rush	Non-synchronous sound, image "not in the frame"	
7	Silver metallic drop	Small white spots on the emulsion	Non-compliance with technical regulations for film development	Small dark spots on the screen	
8	Oil spots on the emulsion		Printing on a copy machine, showing on the projector	Film sticking in a roll	
9	Decomposition of the emulsion	Peeling of the emulsion layer from the film base	Processing when printing in solutions at high temperatures	Disappearance of the image	
10	Adhesion of the emulsion layer		Non-compliance with the preventive regime during		

			conservation and preventive treatment	Clicks, sound fading	
11	Haze	The image is not fixed and has a spotty appearance of the film (in the reflected light, the film appears yellowish or greenish)	Non-compliance with the technical regulations for the film development	Non-contrast image on the screen	
12	Mould	Gray coating on the film, more often on the edges of the perforation	Non-compliance with the temperature and humidity storage conditions	Loss of image	
13	Film discharges	Thin dark stripes on the film	Film tightening at high shrink	Dark stripes on the image on the screen	
14	Non synchronism of the image with sound	Williamaten of the	Non-compliance with technical regulations for film printing	The image is not synchronous with the sound on the screen	

The main defects found in phonodocuments.

Serial number	Name of the defect	Determining the type of defect	Causes of occurrence	Consequences	Note
1	2	3	4	5	6
1	Warping	Twisting of the in tape width	Non-compliance with the temperature and humidity storage conditions	Periodic loss of sound when listening	
2	Curvature	Extension of the tape in length	Non-compliance with temperature and humidity storage conditions	Poor-quality sound (floating sound), the magnetic tape is difficult to rewind , a magnetic tape falls out of the roll	
3	Film aging	Shedding of the ferromagnetic layer	Expired storage period	Sound loss	
4	Damage to the base: film kinks, film dents, tearing of the film		Non-compliance with the rules for working with phonodocuments	Large number of joinings, partial loss of sound	

5	Blockage of high frequencies		Unprofessional recording or rerecording	Dullness of recording, illegibility of speech	
6	Blockage of the low frequencies		Unprofessional recording or rerecording	Depriving the recording of juiciness, violation of the color of the timbre	
7	Sound attenuation		Lowering the recording level during long-term storage	Poor sound quality	
8	Increased pause noise	Demagnetized tape noise	Inhomogeneity of powder particles and their uneven distribution in the working layer		
9	The effect of "swimming" sound	Change of the sound tone that is observed when listening to phonodocuments	The result of fluctuations in the speed of movement of the tape by tape drive mechanism in the tape recorder	Poor sound quality	
10	Copy effect	Sound with multiple repetitive echoes	Non-compliance with storage rules		
11	Fragmentary recording	No beginning or end in the record			

Main defects found in photos and video documents

Serial number	Name of the defect	Determining the type of defect	Causes of occurrence	Consequences	Note
1	2	3	4	5	6
1	Fingerprints on the image		Work without gloves	Spots on the negative	
2	Nail dents by emulsion		Work without gloves	Dent on the negative	
3	Plank bend		Non-compliance with the rules for working with documents	Partial loss of image	
			Non-compliance with the rules for		

4	The traces of ink		working with documents	Partial loss of image
5	Lettering with a pen on the image		Non-compliance with the rules for working with documents	Partial loss of image
6	Scratches: small, sharp	Surface damage to the film	Non-compliance with the rules for working with documents	Loss of image quality when recopying
7	Oil spots on the emulsion		Non-compliance w i t h technological regulations when developing the film	Short-term document storage
8	A gust of perforation	Tear of the edge or corner of the film	Non-compliance with the rules for working with documents	Short-term document storage
9	Glue spots on the emulsion		Non-compliance with the rules for working with documents	Partial loss of image
10	The faint image		Non-compliance w i t h technological regulations when developing and printing	Non-contrast image
11	A solid image		Non-compliance w i t h technological regulations when developing and printing	Darkened image
12	Haze	The image is not fixed and has a mottled appearance of the film (in the reflected light, the film appears yellowish or greenish	Non-compliance with technical regulations for film development	Non-contrast image
13	Yellowing of the emulsion		Poor fixation	Loss of image quality when recopying
			Non-compliance with the rules of	

14	Deformation of the film	temperature and humidity conditions	Loss of image quality when recopying
15	Decomposition and sliding of the emulsion layer	Processing when printing in solutions at high temperature	Image loss

Format A4 (210×297)

Appendix 23

to the order of the Minister of
Culture and Sport
of the Republic of Kazakhstan
№ 62 dated March 12, 2019
Form

Sheet-certifier of the case

Archival fund №	
Inventory №	
Case №	
The case is filed and numbered in	sheet (s),
including:	
(in figures and words)	
lettered numbers of the sheet (s)	
;	
missed numbers of the sheet (s)	
;	
numbered blank sheets (s)	
;	
sheet (s) of internal inventory	
Features of formation, registration, physical state and accounting of a case documents	Numbers of sheets
1	2
(position, surname, initials, signature	of the person who filled out the sheet-certifier
of the case)	
(date of filling out)	
	Format A4 (210×297)
Note:	

- 1. The sheet-certifier is compiled for accounting the number of sheets in the case and fixing the features of their numbering.
- 2. The sheet-certifier is compiled on a separate sheet (s) and filed at the end of the case.
- 3. The number of numbered sheets of the case shall be indicated in figures and in words, and separately, through the sign "+" (plus) the number of sheets of internal inventory of the case documents.
- 4. The following features of numbering, registration, and physical state of the case documents are noted in the sheet-certifier:
- 1) means of postal circulation (stamps of all types, envelopes, postcards, forms, rubber stamps, stamps, seals);
 - 2) seals and their prints;
- 3) autographs of prominent state and public figures, figures of science, technology and culture;
 - 4) photo documents;
 - 5) drawings, engravings and watercolors;
 - 6) large-format documents;
 - 7) glued sheets, damaged documents;
 - 8) sheets with pasted photos, documents;
 - 9)envelopes with attachments and the number of sheets (items) attached to them);
- 10) documents, having independent numbering (including typographic materials), and the number of their sheets (pages).
- 5. If there are several features of the document design on one sheet of the case, then , the number of this sheet shall be put down against each position of column 1 in column 2 of the sheet-certifier.
- 6. If there are several stamps and other materials on one sheet of the document, then, their number shall be indicated in column 2 in brackets after the number of the case sheet.
- 7. If there are items in the case that cannot be numbered due to the characteristics of the material from which they are made of (glass, metal, fabric, and others), then the number of sheets between which this item is located shall be indicated in column 2.
- 8. All subsequent changes in the composition and state of the case (damage, fading of the text, replacement of original documents with copies, joining of new documents) shall be noted in the sheet-certifier with reference to the relevant act.
 - 9. The sheet-certifier shall not be numbered.

Alternate-card	d of a storage ι	ınit Issued					
Number of archival fund	Number of inventory of cases, documents	Number of a storage unit	To whom	Date of issue	Signature	Date of return	Signature
1	2	3	4	5	6	7	8

Format A4 (210×297)

Appendix 25

to the order of the Minister of
Culture and Sport
of the Republic of Kazakhstan
№ 62 dated March 12, 2019
Form

A sheet of documents usage Archival fund № _____ Inventory of cases, documents № Case № _____ Name of the archival fund _____ Title of the case Nature of usage (Signature of the Numbers of used To whom issued (copying, extract, Date of usage person who used the surname, initials) sheets view, and others) document 5 4

Format A4 (210×297)

Appendix 26
to the order of the Minister of
Culture and Sport
of the Republic of Kazakhstan
№ 62 dated March 12, 2019
Form

Book of issuance of archival documents, copies of the usage fund from the storage for temporary use

Starte Finisl								
Serial number	Date of issuance	Archival fund №	Inventory №	Storage unit №	To whom issued	Voucher for receipt	Voucher for return, date	Note

	3	4	5	6 7	8	9
	'	'			Format A4 (2	10×297)
					Appendix	27
					to the order of the	
					Culture and	•
					of the Republic of	
					№ 62 dated Marc Order fo	
					for issuance of	
					ocuments, co	
					the usage fun	•
					archives, inve	
ront side						
name of th	e archive)					
				Ia	allow the issuance	of documents
					(positio	n,
					surname, ir	
					of the head of th	e archive)
					(signature of the	head of the
					archive	e)
					(data)	
					(date)	
 _ (surnar	ne, initials	, number of th	ne user's per	sonal file)	(date)	
		number of the			. ,	
(surnar	ne, initials		e employee,		. ,	division)
(surnar	ne, initials	of the archive	e employee,		of Voucher for receipt of the	Voucher for return of documents by the user of the reading room
- (surnar	me, initials	of the archive	ance)	The number sheets (playing time footage)	of Voucher for receipt of the	Voucher for return of documents by the user of the
(surnar (resear	ne, initials ch topic, pr Inventory No	of the archive	ance) Title of the storage unit	The number sheets (playing time	of Voucher for receipt of the user, date	Voucher for return of documents by the user of the reading room employee, date
- (surnar	ne, initials ch topic, pr Inventory No	of the archive	ance) Title of the storage unit	The number sheets (playing time footage)	of Voucher for receipt of the user, date	Voucher for return of documents by the user of the reading room employee, date

(signature of the user, archive employee)

(date)

Format A5 (148X210)

Appendix 28
to the order of the Minister of
Culture and Sport
of the Republic of Kazakhstan
№ 62 dated March 12, 2019
Form

Official name of the organization

	of archival docum	nents for temporar	y use		
(date)					
Reason					
For what p	ourpose documen	ts are issued			
The follow	ing storage units	from the archiva	I fund are issued		
(name, num		from the archiva	rand are issued		
Inventory №	Storage unit №	Title of a storage unit	Number of sheets (playing time, footage)		
1	2	3	4	5	
Total issued	d	storage	units (total num	ber of sheets,	
(in figur	es and words) 1	playing time, foo	otage), the term	of return of cas	ses,
documents		·			
Conditions	for temporary us	se by the person r	eceiving the case	es and documents	for
temporary use:					

- 1) cases, documents received for temporary use must be in an orderly state, filed, in covers, with numbered sheets and certification inscriptions;
- 2) cases and documents received for temporary use shall not be provided for the use by third parties, copies, extracts and certificates shall not be issued for them, any parts of the issued documents shall not be withdrawn, documents shall not be published without the 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 within the term, specified in the act.

The destruction of the Co. 2014.	on of do	cument	s of the	National	l archiva	l fund ir	accorda	ance wit		509
-	tion, sur		nitials, s	ignature	of the p	erson wl	no issued	l the cas	e, docum	nents
(date	of issue	e of case	es and do	ocuments	s)					
documer			e, initia	ıls, signa	ature of	the per	son who	o receiv	ed the c	ase,
`		•	•	docume		·ly state,	filed and	d covere	d.	
(posi	tion, sur	rname, i	nitials, s	ignature	of the p	erson w	ho passe	d the cas	se, docur	nents
(date	of deliv	ery of c	ases, do	cuments)					
(nan		•	n, surna	me, initi	ials, sigr	ature of	the pers	son who	accepted	d the
(date	of acce	ptance o	of cases,	docume	nts)		г	A 4 (010: 20	27)	
						o	App to the order Cultur of the Repub № 62 dated	re and Sport blic of Kaza	ster of t khstan	
Book of	accounti	ng of do	cuments	receipts						
		Name of the								

Serial number	Date of receipt	initials of the person) from which the	number and date of the document for which	fund	Deadline for receipt o f document s	undescrib	Brief descriptio n of the state	Fund number assigned to the received document s from the list of funds	Note
1	2	3	4	5	6	7	8	9	10

Total in	year received	storage units,
including:		
(in figures and wor	rds)	
		
(position, surname	, initials, signature of the archive empl	oyee)
(date)		

Note: It is allowed to maintain a single book of accounting for receipts of all types documents, indicating their volumes in the final record in general archives.

Format A3 (420X297)

Appendix 30

to the order of the Minister of
Culture and Sport
of the Republic of Kazakhstan
№ 62 dated March 12, 2019
Form

List of funds

Number of the archival Fund	Date of first receipt	Name of the archival fund	Retirement mark	Note
1	2	3	4	5

Total for Ja	nuary 1,	ear			
funds,					
(in figures an	nd words)				
including,	received for _		_ year	 	
funds,					
(in figures an	nd words)				
retired for	year			 	
funds.					

(in figures and words)	
(position, surname, initials, signature of the archive employed	ee)
(date)	

Format A4 (210×297)

Appendix 31

to the order of the Minister of
Culture and Sport
of the Republic of Kazakhstan
№ 62 dated March 12, 2019
Form

Fund sheet

Deadlines of each name of t	Name of the archival fund					
1			2			
Date of first receipt of the	Location of the archival	Archival fund number				
archival fund	fund (name of the archive)	Previous number of the archival fund				
1						

Accounting of unlisted documents

	Receipt		Retirement	Availability (
Recording date	Name, number, date of the document	Number of storage units (documents, sheets)	Name, number, date of the document	Number of storage units (documents, sheets)	balance) of storage units (documents, sheets)
1	2	3	4	5	6

Accounting of listed documents

Recording date	Receipt				Retiremen	irement			Availability (balance) of storage units		
	inventory number	year	(brief	number of storage units	inventory number	name, number, date of the document	number of storage units	for this inventory	for the Fund as a whole		
1	2	3	4	5	6	7	8	9	10		

Format A4 (210×297)
Appendix 32
to the order of the Minister of
Culture and Sport

of the Republic of Kazakhstan

Accounting sheet _

(name of the type of film and video documents)

	Receipt				Retiren	Retirement				Availability (balance)			
Name,	Number of			Name,		Number of		Inventory number					
Recor ding	Invent	numbe r, date	Accou		Invent	numbe r, date	Accou		Accord this inv	-	By type	in gene	ral
date	numbe r	of the docum ent	nting units	Storag e units	numbe do	docum	nting	Storag e unist	Accon	Storag e units	Invent ories	Accou nting unist	Storag e units
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Format A4 (297X210)

(name of the type of phonodocuments)

		<i>J</i> 1										
Receipt					Retirement				Availability (balance)			
	Name	Numbe	r of	r of		Name	Numbe	Number		Number		
Invent	numbe r, date	Accou	Storage	units	Invent	numbe r, date	Accou	Storage	units		•	this
numbe		nting	origina		numbe		nting	origina		Accou	Storage	units
ent units origina copies r	r	docum	umis	ls copie	copies	nting units	origina ls	copies				
2	3	4	5	6	7	8	9	10	11	12	13	14
	Invent ory numbe	Name, numbe ory r, date numbe of the r docum ent	Receipt Name, numbe ory r, date numbe of the numbe of the docum ent Numbe	Receipt Name, Invent ory r, date numbe of the numbe of the numbe docum ent Number of Storage origina origina ls	Receipt Name, Invent ory r, date numbe of the r docum ent ent Number of Storage units origina copies	Receipt Name, Invent ory r, date numbe of the r docum ent ent Number of Storage units ory numbe origina copies r	Receipt Name, Invent ory r, date numbe of the r docum ent Name, Number of Storage units origina copies Retirement Name, numbe ory r, date numbe of the r docum ent	Receipt Retirement Name, Invent ory r, date numbe of the numbe of the docum ent ent ent ent ent ent Retirement Name, Number of Name, numbe ory r, date ory numbe of the numbe or the number of	Receipt Retirement Name, Invent ory r, date numbe of the numbe of the numbe ent ls Retirement Name, Number of Name, numbe ory r, date numbe of the numbe origina ls	Receipt Retirement Name, Invent ory r, date numbe of the numbe of the numbe ent Storage units origina ls	Receipt Retirement Available Name, Invent ory r, date numbe of the numbe of the numbe of the numbe ent ent ent ent ent ent ent ent ent en	Receipt Retirement Availability (bath Name, Invent ory numbe of the numbe origina ent origina ls Retirement Availability (bath Name, numbe ory numbe or the numbe of the numbe or the numbe of the numbe origina ls Retirement Availability (bath Name, numbe or the numbe of the numbe or the numb

Continuation of the table

Availability (balance	e)						
Number							
In type as a whole	In type as a whole						
:	G4 i4	Storage units					
inventories	Storage unit	originals	copies				
15	16	17	18				

Format A4 (210×297)

(name of the type of audio-visual documents)

	Receipt	-			Retiren	nent			Availab	oility (ba	lance)		
			Numbe	r of		Name,	Numbe	r of	Numbe	r of			
D		Name,			_	numbe r, date of the			accordi this inv	-	by type	in gener	ral
Recor ding date	Invent ory numbe r	numbe r, date	Accou	Storag e units	Numb er of invent ory	docum	Accou nting units	Storag e units					

		of the docum				Accou nting unit				Storag e units		Accou nting units	Storag e units
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Format A4 (210×297)

Appendix 33

to the order of the Minister of
Culture and Sport
of the Republic of Kazakhstan
№ 62 dated March 12, 2019
Form

Register of inventories of cases and documents

Saria1	Number of	Name and	Number of s	storage units		Number of	
Serial number	the archival fund	number of the inventory	total	including the personnel	Deadlines	Number of copies	Note
1	2	3	4	5	6	7	8
Tot	al for Janua	ary 1,	year			·	
inventori							
(in fi	gures and w	vords)					
`	•	,	year				
inventori							
	gures and w	vords)					
`	_	,					
inventor	IUS.						
		vords)					
inventori (in fi	gures and w	vords)					
		vords)					
(in fi 	gures and w		signature	e of the pers	son who c	compiled th	ne register)
(in fi 	gures and w		, signature	e of the pers	son who c	compiled th	ne register)
(in fi	gures and w		, signature	e of the pers	son who d	compiled th	ne register)
(in fi 	gures and w		, signature	e of the pers		compiled th	- ,
(in fi	gures and w		, signature	e of the pers	F	ormat A4 (210) Appendix 34	×297)
(in fi	gures and w		, signature	e of the pers	F	ormat A4 (210) Appendix 34 order of the M	×297) 4 inister of
(in fi	gures and w		, signature	e of the pers	F to the	ormat A4 (210) Appendix 34 order of the M Culture and Sp	×297) 4 inister of port
(in fi	gures and w		, signature	e of the pers	fo the	ormat A4 (210) Appendix 34 order of the M	×297) 4 inister of port azakhstan

Descript ion of decorati

number	ng date	Archiva 1 fund №		Case			on of the case , subject	Material	Size (weight	Physical safety	Signatur e	Note
1	2	3	4	5		6	7	8	9	10	11	12
	Total											
eases.												
(in	figures	s and w	ords)									
(pc	sition,	surnan	ne, initi	ials,	sig	nature	of the	person	who fi	lled ou	t the bo	ook)
(da	ite)		_									
(ac									Fo	rmat A4 (210×297)	ı
									1	Append		C
										order of th Culture an		er of
									of the	Republic o	of Kazakh	
									№ 62	dated Ma Form	-)19
Sh	eet of a	ccount	•	1 1	ori	ntions	of doci	iments	related			alues
		CCGunt	ing and	i aes	CH	puons	or acci					
		ccount	ing and	i aes	CII	ptions	01 4000	J. 11101105				
			ing and	aes	C11	————						
Da		clusior				-						
	te of in	clusior	n of the	doc		-						
1.]	te of in	ent des	of the	doc	um	nent in						
1.]	te of in	clusior	of the	doc	um	nent in						
1. l Na	te of in Docum me (tit	ent des	of the	doc n umer	um nt _	nent in	the Sta	te regi	ster			
1. I Na Se	te of in Docum me (tit	ent des le) of the	n of the cription he docu	doc n umer	um nt _	nent in	the Sta	te regi	ster			
1. I Na Se	te of in Docum me (tit	ent des le) of the	n of the cription he docu	doc n umer	um nt _	nent in	the Sta	te regi	ster			
1. I Na Se	te of in Docum me (tit If-nami	ent des le) of the ng of the	n of the cription he docu	doc n umer	um nt _ nt _	nent in	the Sta	te regi	ster			
1. I Na Se	te of ind Docume Independent of the control of the	ent des le) of the document authorized	n of the cription he document or	doc n amer	nt _	nent in	the Sta	te regis	ster			
1. I Na Se Ty Do	te of ind Docume Independent of the control of the	ent des le) of the document authories of cre	n of the cription he document or	doc n amer amer	nt _ nt _	nent in	the Sta	te regis	ster			
1. I Na Se Ty Do	te of ind Docume Independent of the control of the	ent des le) of the document authories of cre	n of the cription he document or	doc n amer amer	nt _ nt _	nent in	the Sta	te regis	ster			
1. I Na Se Ty Do	te of ind Docume The control T	ent des le) of the document authorized	n of the cription he document or	doc n amer amer	nt _ nt _	locume	the Sta	te regi	ster			
1. I Na Sea Ty Do Da Ce	te of indicate of indicate of the of	ent des le) of the document authorized attendate	n of the cription he document	e doc	nt _ nt _	locume	the Sta	te regis	ster			
1. I Na Se Ty Do Da Ce	te of indicate of indicate of the of	ent des le) of the document authorized attendate	n of the cription he document	e doc	nt _ nt _	locume	the Sta	te regis	ster			

Historical informati	ion
 Availability of prec	ious metals and stones
Paleographic feature	es
 Seals	
 	
Artistic features of t	the document design
Property	
2. Physical state of t	he document
Sizes	
Physical state	
	restoration
3. The storage location	on of the document of the document
Address of the docu	ment storage location
	chival fund №, inventory №, storage unit №
counting unit No,	
4. Service information	on

	of the expert-verif	ication commission	on from		yea
<u>o</u>	0.1	·			
Protocol c	of the central exper		nmission from		
		ear №			_
-	pending on the vol				
e sheet of a	accounting and des	scription of the d	ocument can be	filled out on tw	0 C
ore sheets.					
				A4 (210×297)	
				oendix 36 of the Minister of	
				e and Sport	
				olic of Kazakhstan	
				March 12, 2019	
				Form	
he list of firm	ds, containing espec	rially valuable doc	niments		
no fist of fun	us, containing ospec	Juliy Valadole dec	amonts		
			Inventory numbers,		
erial number	Number of the	Name of the archival		Note	
	archival fund	fund	valuable documents are contained.		
	2	3	4	5	
TD + 1.0					
	January 1	year			
funds.					
(in figures	s and words)				
(position,	surname, initials, s	signature of the a	rchive emplovee)	
(position,	surname, initials, s	signature of the ar	rchive employee)	
	surname, initials, s	signature of the a	rchive employee)	
(position, (date)	surname, initials, s	signature of the a			
	surname, initials, s	signature of the a	Format A	A4 (210×297)	
	surname, initials, s	signature of the a	Format A		
	surname, initials, s	signature of the a	Format App to the order	A4 (210×297) pendix 37	
	surname, initials, s	signature of the a	Format App App to the order Cultur of the Repub	A4 (210×297) pendix 37 of the Minister of the and Sport the of Kazakhstan	
	surname, initials, s	signature of the a	Format App to the order Cultur of the Repub № 62 dated	A4 (210×297) Dendix 37 of the Minister of the and Sport the point of Kazakhstan March 12, 2019	
	surname, initials, s	signature of the a	Format App to the order Cultur of the Repub № 62 dated	A4 (210×297) Dendix 37 Of the Minister of the and Sport to Sport to Sport to Sport to March 12, 2019 Form	
	surname, initials, s	signature of the a	Format App to the order Cultur of the Repub № 62 dated	A4 (210×297) Dendix 37 of the Minister of the and Sport the point of Kazakhstan March 12, 2019	
-	surname, initials, s	signature of the a	Format App to the order Cultur of the Repub Nº 62 dated	A4 (210×297) Dendix 37 Of the Minister of the and Sport Olic of Kazakhstan I March 12, 2019 Form The prove Dosition,	
-	surname, initials, s	signature of the a	Format App to the order Cultur of the Repub No 62 dated A	A4 (210×297) pendix 37 of the Minister of re and Sport plic of Kazakhstan March 12, 2019 Form pprove position, me, initials	
	surname, initials, s	signature of the a	Format App to the order Cultur of the Repub No 62 dated A	A4 (210×297) Dendix 37 Of the Minister of the and Sport Olic of Kazakhstan I March 12, 2019 Form The prove Dosition,	

of the archive)
 (date)

Inventory of especially valuable cases and documents

Serial number	Inventory number	Case number	Title of the case	Deadlines	Number of sheets	Number of accounting unit (storage unit) of the insurance fund	Note
1	2	3	4	5	6	7	8
(in f	igures and	words)					
(pos	ition, surna	me, initials	, signature	of the inv	ventory con	npiler)	
(pos (date	e)	me, initials	, signature	of the inv	ventory con	npiler)	

from ____ year N_2 ____ Note: the number of accounting unit of the insurance fund is indicated only for microfiche.

Format A4 (210×297)

by the protocol of expert-verification

commission (expert commission)

of the local executive body

Appendix 38
to the order of the Minister of
Culture and Sport
of the Republic of Kazakhstan
№ 62 dated March 12, 2019
Form
Approve

(position,
 surname, initials
of the head of the archive)

(signature of the head
 of the archive)

(date)

Serial number	Inventory num	ber Numbers o	of the cases	Numbers of accounting units (storage units) of the insurance fund	Note
1	2	3		4	5
	cases, of was and words)	-	late)		
` _					·
(position,	surname, initi	als, signature	of the co	ompiler)	
(date)					
Agreed					
_	otocol of the ce	entral expert			
commissi	on (expert con	nmission)			
Commissi	on (expert con	11111331011)			
of organiz	` -	annission)			
	` -				
of organiz (archive)	zation	, , , , , , , , , , , , , , , , , , ,			
of organiz (archive) from Note: the	zation yea	ır №	ınit of th	e insurance fund	I is indicated only
of organiz (archive) from	zation yea	ır №	ınit of th	Format A	A4 (210×297)
of organiz (archive) from Note: the	zation yea	ır №	ınit of th	Format A	A4 (210×297) pendix 39
of organiz (archive) from Note: the	zation yea	ır №	ınit of th	Format App App to the order	A4 (210×297)
of organiz (archive) from Note: the	zation yea	ır №	ınit of th	Format App App to the order Cultur of the Repub	A4 (210×297) nendix 39 of the Minister of e and Sport olic of Kazakhstan
of organiz (archive) from Note: the	zation yea	ır №	ınit of th	Format App App to the order Cultur of the Repub № 62 dated	A4 (210×297) pendix 39 of the Minister of the and Sport
of organiz (archive) from Note: the microfiche.	zation yea	ar №e accounting u		Format App App to the order Cultur of the Repub № 62 dated	A4 (210×297) pendix 39 of the Minister of the and Sport plic of Kazakhstan March 12, 2019
of organiz (archive) from Note: the microfiche.	zation yea number of the	ar №e accounting u		Format A App to the order Cultur of the Repub No 62 dated and documents	A4 (210×297) pendix 39 of the Minister of the and Sport plic of Kazakhstan March 12, 2019 Form

including received in _____ year _____ inventories (

(in figures and words)

(in figures and words)

number plates),

(po	sition, s	surname	, initial	s, signa	ture of t	the pers	on who	filled o	ut the re	egister	r)
(da	,	· (210×2	07)								
Γhe bo	ok of ac	counting nicrofic	; of rece	ipts of t	he insur	ance fur	of th №	ne order of Culture are Republic 62 dated M	ndix 40 the Minist and Sport c of Kazak March 12, 2	hstan	
		Name, number,					Number	Usage fur	nd	Note	
Receipt	Receipt date	date of the documen t for which copies were	Date of copying	Funds numbers	Inventor y numbers	Number of cases included in the order	o f storage units (microfic he) of the insuranc e fund	Number o f positives	Number of diazocop ies		
number		accepted				7	8	9	10	11	
l	2	3	4	5	6	7					
T ĭlmed (in	otal rec cases), figures	_	or	yea	r	!			_ accou	nting	

Note: the number of accounting units of the insurance fund, made on microfiche corresponds to the number of filmed cases.

Appendix 41
to the order of the Minister of
Culture and Sport
of the Republic of Kazakhstan
№ 62 dated March 12, 2019
Form

The book of accounting of receipts of the insurance fund and the usage fund on a roll film

Number of storage units of the insurance fund	Receipt date	Name, number, date of the docume nt for which copies were accepte d	Date of copying	archival funds	s of inventor ies	Number of cases include d in the storage units of the insuranc e fund	Insuran ce fund (number of rolls)	microfic he rolls of the 3 r d generati on	of the 2 n d generati	copies	Note
1	2	3	4	5	6	7	8	9	10	11	12

Total received foryear	storage units of the
insurance fund,	
(in figures and words)	
for	cases.
(in figures and words)	
(position, surname, initials, signature of the ar	rchive employee)
(date)	
Note: the content of the concepts of accounting	ng units and storage units is identical.
Format A4 (210×297)	

Appendix 42
to the order of the Minister of
Culture and Sport
of the Republic of Kazakhstan
№ 62 dated March 12, 2019
Form

Inventory of the insurance fund on microfiche.

Serial number of receipt in the accounting book of receipts Number of receipt in the accounting book of receipts Case number	Number of storage units (microfiche) of the insurance fund	frames of	Date of copying	Note
--	---	-----------	-----------------	------

1		2	3	4	5	6	7	8	
	Total	accordin	g to inver	itory			acc	ounting u	nits (
film	ned case	es),							
	(in figu	ires and w	ords)						
								storage u	nits (
mic	rofiche	e).							
	(in figu	ires and w	ords)						
	· · · · · · · · · · · · · · · · · · ·								
	(positio	on, surnan	ne, initials,	signature	of the invo	entory com	npiler)		
	(date)		_						

Note: inventory of the insurance fund on the microfiche is compiled separately for each archival fund, for one or more inventories of the fund's documents. The fund number is put down in the title page of the inventory. The number of accounting units of the insurance fund corresponds to the number of filmed cases.

Format A4 (210×297)

Appendix 43

to the order of the Minister of
Culture and Sport
of the Republic of Kazakhstan
№ 62 dated March 12, 2019
Form

Inventory of the insurance fund on a roll film

Serial		Number of		Information fund storage		included in t	he insurance	
number of	Date of copying	t h e insurance fund	included in t h e insurance fund	Numbers of archival funds	Inventory numbers	Numbers of cases	Number of frames (for each case separately)	INOLE
1	2	3	4	5	6	7	8	9

1	2	3	4	5	6	7	8	9	
T	otal accord	ding to in	ventory _						storage
units,									
(in	i figures an	d words)							
of	the insurar	nce fund	for						
cases.									
(in	i figures an	d words)							
(po	osition, sur	name, ini	tials, signa	ature of tl	he invente	ory comp	iler)		

(date)

Note: the content of the concepts of accounting units and storage units is identical.

Format A4 (210×297)

Appendix 44

to the order of the Minister of
Culture and Sport
of the Republic of Kazakhstan
№ 62 dated March 12, 2019
Form

The internal inventory of documents of the case

Serial number	Office index	Date	Title of the document	Number of sheets	Note	
1	2	3	4	5	6	
Total					sheet	s of
documents.						
(in figure	es and words)					
Number	of sheets of in	ternal invento	ry			
sheets.						
in figures	s and words)					
	ŕ					
(positio	on, surname, i	nitials, signati	ure of the per	son who fille	ed out the inte	ernal
inventory)			•			
• ,	(date)				
				Format A4 (
				Append		
				to the order of the Culture an		
				of the Republic of	-	
				№ 62 dated Ma		
			Ι.	For	n	1
			Approve			
			(position, surname			
Official name of	the organization		initials of the head			
Official fiame of	the organization					
			(signature of the h	ead of the archive)		
			(date)			
Act on se	eizure of origin	nal storage uni	ts, archival do	ocuments		1
	_	_	(date)			
	1,	· · · · · · · · · · · · · · · · · · ·	,			

As a result _____

seized from	the archival fun	d №		
(name of th	e archival fund)			
and transf	erred			(receip
attached)				
(surname, n	ame, patronymic		· · · · · · · · · · · · · · · · · · ·	
Inventory number	Storage unit number	Title of the storage unit	Numbers of seized sheets	Name of the seized document
1	2	3	4	5
Total s	eized		sto	rage units, archival
documents on				
(in figures a	and words)			
			sheets.	
(in figures a	,			
Instead of a	the seized storage	e units, archival of	documents in the	e fund, case included
instead of	•	· · · · · · · · · · · · · · · · · · ·		
				sheets (underline
				sheets (underline
not included) th	neir copies on			sheets (underline
not included) that as necessary).	neir copies on			sheets (underline
not included) that as necessary).	neir copies on			sheets (underline
not included) that as necessary). (in figures a	neir copies on			
not included) that as necessary). (in figures a	neir copies on			
not included) that as necessary). (in figures a	neir copies on			
not included) that as necessary). (in figures a figure of the content of the con	neir copies on			
not included) that as necessary). (in figures a figure of the content of the con	neir copies on			
not included) the as necessary). (in figures a figure of the content of the cont	neir copies on	signature of the h	ead of the archiv	ve)
not included) the as necessary). (in figures a figure of the content of the cont	and words) urname, initials, s	signature of the h	ead of the archiv	ve)
not included) the as necessary). (in figures a figure of the content of the cont	and words) urname, initials, s	signature of the h	ead of the archiv	ve)
(position, so	and words) urname, initials, s	signature of the h	ead of the archiv	ve)
(position, so	and words) urname, initials, s	signature of the h	ead of the archiv	ve)
not included) the as necessary). (in figures a grade of the content of the conte	and words) urname, initials, s	signature of the h	ead of the archiv	tment)
not included) the as necessary). (in figures a grade of the content of the conte	and words) urname, initials, s urname, initials, s	signature of the h	ead of the archiv	tment)
not included) the as necessary). (in figures a grade of the content of the conte	and words) urname, initials, s urname, initials, s	signature of the h	ead of the archiv	tment)
(date) (position, so (date) (position, so (date)	and words) urname, initials, s urname, initials, s	signature of the h	ead of the archive	tment)

(accounting date)

Format A4 (210×297)

Appendix 46

to the order of the Minister of
Culture and Sport
of the Republic of Kazakhstan
№ 62 dated March 12, 2019
Form

				Approve			
				(position, sur	name,		
Official nar	me of the organizat			head of the ar	chive)		
				(signature of	the head of the	e archive)	
				(date)			
	eparation, consideration eparation, consideration eparation, consideration expension expension expension expension expension expension expension, consideration, consideration, consideration expension expens				new docum	ments in the	e case
Arch	nival fund № _						
	ne of the arch						
` -		lidation o	f cases, inc			nents in ca	
1	2 3	3	4	5	6	7	8
As a	result, the nu	imber of	cases in th	e archival	fund incre	ased (decre	eased) by
 (in fi	igures and wo	ords)					

accounting date)	
2	Format A4 (210×297)
	Appendix 47 to the order of the Minister of
	Culture and Sport
	of the Republic of Kazakhstan
	№ 62 dated March 12, 2019 Form
	Approve
	(position, surname,
Official name of the organization	initials of the head of the archive)
	(signature of the head of the archive)
	(date)
Archival fund №(name of the fund)	
Archival fund No(name of the fund) As of	in the archival fund № b
Archival fund № (name of the fund) As of ccounting	in the archival fund № b
Archival fund № (name of the fund) As of accounting (start date)	
Archival fund № (name of the fund) As of accounting (start date) data listed archival documents,	inventories, storage units, placer sheets for for years.
Archival fund № (name of the fund) As of accounting (start date) data listed archival documents,	
Archival fund №	inventories, storage units, placer sheets for for years. rding to the inventory No
Archival fund №	inventories, storage units, placer sheets for for years. rding to the inventory No archival documents, sheets.
Archival fund №	inventories, storage units, placer sheets for for years. rding to the inventory No
Archival fund №	inventories, storage units, placer sheets for for years. rding to the inventory No archival documents, sheets.
Archival fund №	inventories, storage units, placer sheets for for years. rding to the inventory № archival documents, sheets the following change
Archival fund №	inventories, storage units, placer sheets for for years. rding to the inventory No archival documents, sheets.
Archival fund №	inventories, storage units, placer sheets for for years. rding to the inventory № archival documents, sheets the following change mits (documents, sheets) that are not subject to storage
Archival fund No	inventories, storage units, placer sheets for for years. rding to the inventory № archival documents, sheets the following change

storage units (documents, shee	ets) transferred to other archives;
storage units combined with	other units of storage;
storage units formed from	placer;
storage units (documents, sh	neets) received from other funds;
included recomposed inventory of	storage units.
Inventories have been drawn up again №	on
storage units	
As of in the arc	chival fund №
(date of completion)	
listed inventories,	storage units for
years.	
The following types of work were carried out	t:
(types of work performed are listed)	
Compiled for a named catalogue	descriptions,
for a systematic catalogue	descriptions.
The following reference apparatus has been	compiled for the cases inventories of
the fund:	
(list which one)	
The work was completed by:	
(position, surname, initials, signature of archi	ive employees)
(P = = = = = = = = = = = = = = = = = = =	(in our projects)
(date)	
The work was accepted by:	
(position, surname, initials, signature of the p	person who made the entry)
(date)	
Descriptions for the database/catalogue (unde	erline as necessary):
(position, surname, initials, signature of the a	rchive employee)
(position, surname, illinais, signature of the a	remise employee;

(position, surname, initials, sign	gnature of the custodian of funds)
(date)	
Changes have been made to the	ne accounting documents by
· ·	gnature of the archive employee)
(date)	
Agreed	
by the protocol of expert-verif	fication
commission (expert commissi	
of local executive body (archi	
dated year №	
	Format A4 (210×297)
	Appendix 48 to the order of the Minister of
	Culture and Sport
	of the Republic of Kazakhstan
	№ 62 dated March 12, 2019 Form
	Approve
	(mosition gurmana
	(position, surname, initials of the head of the archive)
Official name of the organization	
	(signature of the head of the archive)
	(date)
Act on declassification of documen	ts
Commission	
(name of the commission)	
Protocol No dated	
	the archival fund
acciassifica the accuments of	e e e e e e e e e e e e e e e e e e e

		Number o units	f declassified storage		Numbers of storage units		
Serial number	Inventory number	fully	partially	Numbers of fully declassified storage units	that have been partially declassified, indicating the numbers of sheets of non-declassified documents	Note	
1	2	3	4	5	6	7	
(fully) (in figu for (chrono	ological fra	rds) mework (of documents) s	torage units		rage uni	ts
			of documents) signature of the	e archive en	nployee)		
units	ed for oper						storage
(archive (position) (date)	*	e, initials,	signature of the	e archive em	nployee)		
` /	es have been	n made to	the accounting	documents	by		
	·	e, initials,	signature of the	e archive em	nployee)		
`	nting date) sting of sto	orage unit	numbers using	dashes is no	ot allowed. Format A4 (21)	0×297)	

Appendix 49
to the order of the Minister of
Culture and Sport
of the Republic of Kazakhstan
№ 62 dated March 12, 2019
Form

Composition of the guide requisites

1) Composition of requisites of the guide description by the archives funds:

Requisites		Additional requisites		
Serial number	Name of the requisite	Serial number	Name of the requisite	
1	Number of the archival fund	1	Volume of cases on the personnel in the archival fund	
2	Name of the archival fund	2	Volume of especially valuable documents in the archival fund	
3	All renamings of the archival fund with the indication of deadlines	3	Volume of microfilms in the archival fund	
4	Volume of the archival fund (number of storage units)	4	Access to documents	
5	Deadlines of documents	5	Location of materials supplementing the fund in this and other archives	
6	Information on the history of the fund founder and the archival fund	6	Physical characteristics of the fund's documents	
7	Internal structure of the archival fund	7	Composition of scientific- reference apparatus to the archival fund	
8	Annotation of the composition and content of documents	8	Bibliography of publications of documents of the archival fund	
		9	Bibliography of works, written on the basis of the archival fund	

2) Composition of the requisites of the guide description by the archives funds:

Requisites		Additional requisites	
Serial number	Name of the requisite	Serial number	Name of the requisite
1	Name of the archive	1	Volume of cases on the personnel in the archival fund
2	Address data	2	Volume of especially valuable documents in the archival fund

3	Number of the archival fund	3	Volume of microfilms in the archival fund
4	Name of the archival fund	4	Access to documents of the archival fund
5	All renamings of the archival fund with the indication of deadlines	5	Location of materials supplementing the fund in this and other archives
6	Volume of the archival fund (number of storage units)	6	Physical characteristics of the fund's documents
7	Deadlines of documents	7	Composition of scientific- reference apparatus to the archival fund
8	Information on the history of the fund founder and the archival fund	8	Bibliography of publications of documents of the archival fund
9	Internal structure of the archival fund	9	Bibliography of works, written on the basis of the archival fund
10	Annotation of the composition and content of documents		

3) Composition of requisites of description of unannotated brief reference book on the archive funds:

Requisites		Additional requisites	
Serial number	Name of the requisite	Serial number	Name of the requisite
1	Name of the archival fund	1	All renamings of the archival fund
2	Number of the archival fund	2	Deadlines of the fund founder's activity
3	Volume of the archival fund (number of storage units)	3	Composition of scientific- reference apparatus to the archival fund
4	Deadlines of documents	4	

4) The composition of requisites of description of the annotated brief reference book on the archive funds:

Requisites		Additional requisites	
Serial number	Name of the requisite	Serial number	Name of the requisite
1	Name of the archival fund	1	All renaming of the archival fund
2	Number of the archival fund	2	Deadlines of the fund founder's activity

3	Volume of the archival fund (number of storage units)	3	Composition of scientific- reference apparatus to the archival fund
4	Brief information about the fund founder	4	Volume of cases (number of storage units) on the personnel in the archival fund
5	Deadlines of documents		
6	Brief annotation of the composition and content of the fund's documents		

5) Composition of requisites of description of the unannotated brief reference book on the archives funds:

Requisites		Additional requisites	
Serial number	Name of the requisite	Serial number	Name of the requisite
1	Name of the archive		
2	Address of the archive		
3	Number of the archival fund		
4	Name of the archival fund		
5	Volume of the archival fund (number of storage units)		
6	Deadlines of documents		

6) Composition of requisites of description of the annotated brief reference book on archives funds:

Requisites		Additional requisites	
Serial number	Name of the requisite	Serial number	Name of the requisite
1	Name of the archive		
2	Address of the archive		
3	Number of the archival fund		
4	Name of the archival fund		
5	Volume of the archival fund (number of storage units)		
6	Deadlines of documents		
7	Brief information about the fund founder		
8	Brief annotation of the composition and content of the fund's documents		

7) Composition of requisites of description of the thematic guide on the archive funds:

Requisites	Additional requisites	

Serial number	Name of the requisite	Serial number	Name of the requisite
1.	Name of the thematic section	1.	The name of the inventories
2.	Name of the thematic subsection	2.	Brief information about the fund founder
3.	Number of the archival fund		
4.	Name of the archival fund		
5.	Deadlines of documents		
6.	Inventory number (inventories numbers)		
7.	Volume of the archival fund		
8.	Annotation of the composition and content of the fund's documents on the topic		
9.	Index		

8) Composition of requisites of description of the thematic guide on the archives funds:

Requisites	quisites		
Serial number	Name of the requisite	Serial number	Name of the requisite
1	Name of the thematic section	1.	Inventory name
2	Name of the thematic subsection	2.	Brief information about the fund founder
3	Name of the archive		
4	Address data		
5	Number of the archival fund		
6	Name of the archival fund		
7	Volume of the archival fund (number of storage units)		
8	Deadlines of documents		
9	Inventory number		
10	Annotation of the composition and content of the fund's documents on the topic		
11	Index		

9) The composition of requisites of description of the systematic catalogue:

Requisites		Additional requisites	
Serial number	Name of the requisite	Serial number	Name of the requisite

1	Name of the archive	1	Document language
2	Index	2	Playback mode
3	Heading	3	Surname of the compiler
4	Subheading	4	Date of compilation
5	Date of the event		
6	Place of the event		
7	Content		
8	Name of the archival fund		
9	Number of the archival fund		
10	Number of inventory		
11	Number of the case		
12	Number of the sheet		

10) Composition of requisites of description of the thematic catalogue:

Requisites		Additional requisites		
Serial number	Name of the requisite	Serial number	Props name	
1	Name of the archive	1	Document language	
2	Index	2	Playback mode	
3	Heading: Topic	3	Surname of the compiler	
4	Subheading: Sub-topic	4	Date of compilation	
5	Content	5	Personalia	
6	Name of the archival fund	6	Descriptors (keywords)	
7	Date of the event	7	Document author	
8	Place of the event	8	Addressee	
9	Number of the archival fund	9	Geography	
10	Number of inventory			
11	Number of the case			
12	Number of the sheet			

11) Composition of requisite of description of the thematic catalogue on history of the organization:

Requisites		Additional requisites		
Name of the requisite	Serial number	Name of the requisite	Props name	
1	Name of the archive	1	Index of industry	
2	Heading: name of the institution	2	Type of institution	
3	Content	3	Structure	
4	Date of the event	4	Functions	
5	Place of the event	5	Subordination	

6	Name of the archival fund	6	Jurisdiction
7	Number of the archival fund	7	Indication on publication of the document
8	Number of inventory		
9	Number of the case		
10	Number of the sheet		

12) Composition of requisites of description of the thematic catalogue on history of administrative-territorial division:

Requisites		Additional requisites		
Serial number	Name of the requisite	Serial number	Name of the requisite	
1	Name of the archive	1	Document language	
2	Heading: Name of administrative-territorial unit	2	Playback mode	
3	Content	3	Surname of the compiler	
4	Name of the archival fund	4	Date of compilation	
5	Number of the archival fund			
6	Number of inventory			
7	Number of the case			
8	Number of the sheet			

13) Composition of requisites of description of the personal catalogue:

Requisites		Additional requisites		
Name of the requisite Serial number		Name of the requisite	Serial number	
1	Name of the archive	1	Date of the event	
2	Surname	2	Place of the event	
3	Name	3	Nationality	
4	Patronomyc	4	Document language	
5	Social status of a person	5	Playback mode	
6	Name of the archival fund	6	Surname of the compiler	
7	Number of the archival fund	7	Date of compilation	
8	Number of inventory	8	Content	
9	Number of the case			
10	Number of the sheet			

14) Composition of requisites of description of the geographical catalogue:

Requisites	1	<u> </u>		1	
1		Additional requisite	S		
Serial number	Name of the requisite	Serial number		Name of th	e requisite

1	Name of the archive	1	Document language
2	Index	2	Playback mode
3	Heading: name of a geographical object	3	Surname of the compiler
4	Subheading: name of a geographical object	4	Date of compilation
5	Content		
6	Date of the event		
7	Name of the archival fund		
8	Number of the archival fund		
9	Number of inventory		
10	Number of the case		
11	Number of the sheet		

0			
•	Number of the case	,	
1	Number of the shee	et	
			Appendix 50 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan № 62 dated March 12, 2019
(archive nar	me, zip code, addres	ss, phone number, far	x number)
Archival in	quiry		
	<u>№ </u>	Addressee (date)	
on №	from		
Reason:			
(1	, , ,	nature of the head of signature of the pers	the archive) son who executed the archiva
(position, aquiry)	surname, initials,		,
(position,	surname, initials,		son who executed the archiva
(position, aquiry)	surname, initials,		,
(position, aquiry)	surname, initials,		Format A4 (210×297) Appendix 51 to the order of the Minister of
(position, nquiry)	surname, initials,		Format A4 (210×297) Appendix 51 to the order of the Minister of Culture and Sport
(position, nquiry)	surname, initials,		Format A4 (210×297) Appendix 51 to the order of the Minister of
(position, aquiry)	surname, initials,		Format A4 (210×297) Appendix 51 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan
(position, nquiry)	surname, initials,		Format A4 (210×297) Appendix 51 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan № 62 dated March 12, 2019
(position, nquiry) Seal of the a	surname, initials, archive		Format A4 (210×297) Appendix 51 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan № 62 dated March 12, 2019 Form
(position, nquiry)	surname, initials, archive		Format A4 (210×297) Appendix 51 to the order of the Minister of Culture and Sport of the Republic of Kazakhstan № 62 dated March 12, 2019 Form

Note:
Archive code: fund №, inventory №, storage unit №, accounting
unit №, sheets
(position, surname, initials, signature of the head of the archive)
(position, surname, initials, signature of the person who executed the archive
extract)
Seal of the archive
Format A4 (210×297)

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