

**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 Сulture 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.

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| *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 № \_\_\_\_\_

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

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

      (official name of the 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 |
| 1 | 2 | 3 | 4 | 5 | 6 |
|  |  |  |  |  |  |

      Included in the inventory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      cases № from № \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (in figures and words)

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

      (position, surname, initials, signature of the persons (s), compiling it

      the section (s) of the inventory)

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

      (position, surname, initials, signature of the custodian)

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

      (position, surname, initials, signature of the head of the department)

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

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

      Agreed by the protocol of

expert-verification commission

(expert commission)

of local executive body (archive)

from \_\_\_\_ \_\_\_\_\_\_\_ year № \_\_\_\_\_

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|  |  |
| --- | --- |
|  | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (position, surname, initials of the head of organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature of the head of organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) |

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

      Archival fund № \_\_\_\_\_

      Inventory \_\_\_\_\_\_\_\_\_ of cases, documents of permanent storage

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

      (official name of the organization)

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Serial number | Index of the case | The title of the case (volume part) | Deadlines | Number of sheets in the case (volume, parts) | Note |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Name of structural division of the organization | | | | | |
| Name of the section "\_\_\_\_\_\_" | | | | | |

      In this (these) section (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the inventory included \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cases \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (section name) (in figures and words)

      from № \_\_\_\_\_to № \_\_\_\_\_, including:

      letter numbers: \_\_\_\_\_

      missed numbers: \_\_\_\_\_

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

      (position, surname, initials, signature of the persons (s) compiling the section (s) of the inventory)

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

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

|  |  |
| --- | --- |
| Agreed  by the protocol of the central expert  commission (expert commission)  of organization  from \_\_\_\_ \_\_\_\_\_\_\_ year № \_\_\_\_\_ | Agreed  by the protocol of expert- verification  commission (expert commission)  executive of the local body (archive)  from \_\_\_\_ \_\_\_\_\_\_\_ year № \_\_\_\_\_ |

|  |  |
| --- | --- |
|  | Format A4 (210X297) |
|  | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (position, surname, initials of the head of organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature of the head  of organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) |

**Inventory of video documents of permanent storage**

      Inventory № \_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Number of the accounting unit | Number of the storage unit | Index, production number | Title of the document | Author | Performer of the work | Language | Date of recor-ding, rerecord-ding | Footage of video-recor-ding | Type and format of the record | Number of storage units | | Composition of the text accompanying documentation | Note |
| origi-nal | copy |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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

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

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

      In this (these) section (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the inventory included \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cases \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (section name) (in figures and words)

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

      letter numbers: \_\_\_\_\_\_, missing numbers: \_\_\_\_\_\_\_\_\_\_and text accompanying documentation to them. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (position, surname, initials, signature of the person (-s), compiling section(s) of the inventory) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date of compilation of the section(s) of inventory)

|  |  |
| --- | --- |
| Agreed  by the protocol of the central expert  commission (expert commission)  of organization  from \_\_\_\_ \_\_\_\_\_\_\_ year № \_\_\_\_\_ | Agreed  by the protocol of expert- verification  commission (expert commission)  executive of the local body (archive)  from \_\_\_\_ \_\_\_\_\_\_\_ year № \_\_\_\_\_ |

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| --- | --- |
|  | Format A4 (210X297) |
|  | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (position, surname, initials of the head of organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature of the head  of organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) |

**Inventory of film documents of permanent storage**

      Inventory № \_\_\_\_\_

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

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

      for\_\_\_\_\_\_\_\_ year (s)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Number of the accounting unit | Number of the storage unit | Index, production number (accounting number of organization) | Title of the document | Author | Date and place of shooting, production | Version (mute, audio, black and white, color, format, language) | Number of storage units/ footage | | | | |
| Negative | Double-negative | Phonogram (negative) | Magnetic phonogram (main, combined) | Intermediate positive |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  |  |  |  |  |  |  |  |  |  |  |  |

      continuation of the table

|  |  |  |  |
| --- | --- | --- | --- |
| Number of storage units/footage | | Composition of the text accompanying documentation | Note |
| Positive | Installation videos and color passports |
| 13 | 14 | 15 | 16 |
|  |  |  |  |

      In this (these) section(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the inventory included \_\_\_\_\_\_\_\_\_\_\_\_\_\_ units of account,

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(section name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(in figures and words)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units

      (in figures and words) from № \_\_\_\_\_\_ to № \_\_\_\_\_\_ including:

      letter numbers: \_\_\_\_\_\_, missed numbers: \_\_\_\_\_\_ and text accompanying documentation to them.

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

      (position, surname, initials, signature of the persons (s) compiling the section (s) of the inventory)

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

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

|  |  |
| --- | --- |
| Agreed  by the protocol of the central expert  commission (expert commission)  of organization  from \_\_\_\_ \_\_\_\_\_\_\_ year № \_\_\_\_\_ | Agreed  by the protocol of expert- verification  commission (expert commission)  executive of the local body (archive)  from \_\_\_\_ \_\_\_\_\_\_\_ year № \_\_\_\_\_ |

|  |  |
| --- | --- |
|  | Format A4 (210X297) |
|  | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (position, surname, initials of the head of organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature of the head  of organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) |

**Inventory of phonodocuments of gramophone record of permanent storage**

      Inventory № \_\_\_\_\_

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

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

      for\_\_\_\_\_\_\_ year (s)

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Number of the accounting unit | Number of the storage unit | Index, production number | Title of the document | Author | Performer of the work | Language | Date of production | Place of production | Serial number, diameter, material of gramoriginal | Playing time | Number of storage units | |
| Gram-original | Gramophone record |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

      Continuation of the table

|  |  |
| --- | --- |
| Composition of the text accompanying documentation | Note |
| 14 | 15 |
|  |  |

      In this (these) section(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the inventory included \_\_\_\_\_\_\_\_\_\_\_\_\_\_ units of account,

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(section name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(in figures and words)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units

      (in figures and words) from № \_\_\_\_\_\_ to № \_\_\_\_\_\_ including:

      letter numbers: \_\_\_\_\_\_, missed numbers: \_\_\_\_\_\_ and text accompanying documentation to them.

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

      (position, surname, initials, signature of the persons (s) compiling the section (s) of the inventory)

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

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

|  |  |
| --- | --- |
| Agreed  by the protocol of the central expert  commission (expert commission)  of organization  from \_\_\_\_ \_\_\_\_\_\_\_ year № \_\_\_\_\_ | Agreed  by the protocol of expert- verification  commission (expert commission)  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.

|  |  |
| --- | --- |
|  | Format A4 (210X297) |
|  | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (position, surname, initials of the head of organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature of the head  of organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) |

**Inventory of magnetic recording phonodocuments of permanent storage**

      Inventory № \_\_\_\_\_

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

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

      for\_\_\_\_\_\_\_ year (s)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Number of the accounting unit | Number of the storage unit | Index, production number | Title of the document | Author | Performer of the work | Language | Date of recording, rerecording | Place of recording, rerecording | | Speed of the sound | Playing time | Type and the format of the magnetic tape | Number of storage units/footage | |
|  |  | |  |  | original | copy |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 |
|  |  |  |  |  |  |  |  |  |  | |  |  |  |  |

      continuation of the table

|  |  |
| --- | --- |
| Composition of the text accompanying documentation | Note |
| 15 | 16 |
|  |  |

      In this (these) section(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the inventory included \_\_\_\_\_\_\_\_\_\_\_\_\_\_ units of account,

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(section name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(in figures and words)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units

      (in figures and words) from № \_\_\_\_\_\_ to № \_\_\_\_\_\_ including:

      letter numbers: \_\_\_\_\_\_, missed numbers: \_\_\_\_\_\_ and text accompanying documentation to them.

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(position, surname, initials, signature of the persons (s) compiling the section (s) of the inventory)

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

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

|  |  |
| --- | --- |
| Agreed  by the protocol of the central expert  commission (expert commission)  of organization  from \_\_\_\_ \_\_\_\_\_\_\_ year № \_\_\_\_\_ | Agreed  by the protocol of expert- verification  commission (expert commission)  executive of the local body (archive)  from \_\_\_\_ \_\_\_\_\_\_\_ year № \_\_\_\_\_ |

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| --- | --- |
|  | Format A4 (210X297) |
|  | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (position, surname, initials of the head of organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature of the head  of organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) |

**Inventory of permanent storage photo albums**

      Inventory № \_\_\_\_\_

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

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

      for \_\_\_\_\_\_\_\_ year (s)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Number of a storage unit | Title (name) of the album | Author of the shooting | Deadlines of photo prints | Place of shooting | Number of photo prints | Composition of the text accompanying documentation | External features | Note |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|  |  |  |  |  |  |  |  |  |

      In this (these) section(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the inventory included \_\_\_\_\_\_\_\_\_\_\_\_\_\_ units of account,

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(section name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(in figures and words)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units

      (in figures and words) from № \_\_\_\_\_\_ to № \_\_\_\_\_\_ including:

      letter numbers: \_\_\_\_\_\_, missed numbers: \_\_\_\_\_\_ and text accompanying documentation to them.

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

      (position, surname, initials, signature of the persons (s) compiling the section (s) of the inventory)

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

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

|  |  |
| --- | --- |
| Agreed  by the protocol of the central expert  commission (expert commission)  of organization  from \_\_\_\_ \_\_\_\_\_\_\_ year № \_\_\_\_\_ | Agreed  by the protocol of expert- verification  commission (expert commission)  executive of the local body (archive)  from \_\_\_\_ \_\_\_\_\_\_\_ year № \_\_\_\_\_ |

|  |  |
| --- | --- |
|  | Format A4 (210X297) |
|  | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (position, surname, initials of the head of organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature of the head  of organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) |

**Inventory of photodocuments of permanent storage**

      Inventory № \_\_\_\_\_

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

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

      for \_\_\_\_\_\_\_\_ year (s)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Number of an accounting unit, storage units | Production number | Title (annotation) of the document (name of the filmstrip) | Author of shooting | Date of shooting | Place of shooting | Number of storage units/panorama frames | | | | | |
| Negative | Double-negative | Positive | Photo print | Slide (projection slide) | Filmstrip |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  |  |  |  |  |  |  |  |  |  |  |  |

      Continuation of the table

|  |  |
| --- | --- |
| Composition of the text accompanying documentation | Note |
| 13 | 14 |
|  |  |

      In this (these) section(s) \_\_\_\_\_\_\_\_\_ of the inventory included \_\_\_\_\_\_\_\_\_ units of account,

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(section name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(in figures and words)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units

      (in figures and words) from № \_\_\_\_\_\_ to № \_\_\_\_\_\_ including:

      letter numbers: \_\_\_\_\_\_, missed numbers: \_\_\_\_\_\_ and text accompanying documentation to them.

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

      (position, surname, initials, signature of the persons (s) compiling the section (s) of the inventory)

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

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

|  |  |
| --- | --- |
| Agreed  by the protocol of the central expert  commission (expert commission)  of organization  from \_\_\_\_ \_\_\_\_\_\_\_ year № \_\_\_\_\_ | Agreed  by the protocol of expert- verification  commission (expert commission)  executive of the local body (archive)  from \_\_\_\_ \_\_\_\_\_\_\_ year № \_\_\_\_\_ |

|  |  |
| --- | --- |
|  | Format A4 (210X297) |
|  | Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (position, surname, initials of the head of organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature of the head  of organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) |

**Inventory of electronic documents of permanent storage**

      Archival fund № \_\_\_\_\_

      Inventory № \_\_\_\_\_

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

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

      for \_\_\_\_\_\_\_\_ year (s)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Number of an accounting unit | Number of a storage unit | Title of accounting units | Deadlines of accounting units | Format of electronic documents | Volume (Mbyte) | Composition of the text accompanying documentation | Note |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  |  |  |  |  |  |  |  |

      In this (these) section(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the inventory included \_\_\_\_\_\_\_\_\_\_\_\_\_\_ units of account,

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(section name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(in figures and words)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units

      (in figures and words) from № \_\_\_\_\_\_ to № \_\_\_\_\_\_

      In total, the inventory included \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ units of account, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units

      (in figures and in words) (in figures and words)

      from № \_\_\_\_\_\_ to № \_\_\_\_\_\_.

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

      (position, surname, initials, signature of the persons (s) compiling the section (s) of the inventory)

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

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

|  |  |
| --- | --- |
| Agreed  by the protocol of the central expert  commission (expert commission)  of organization  from \_\_\_\_ \_\_\_\_\_\_\_ year № \_\_\_\_\_ | Agreed  by the protocol of expert- verification  commission (expert commission)  executive of the local body (archive)  from \_\_\_\_ \_\_\_\_\_\_\_ year № \_\_\_\_\_ |

|  |  |
| --- | --- |
|  | Format A4 (210X297) |
|  | Appendix 2  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 organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature of the head  of organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) |

**Inventory of cases of the personnel**

      Archival fund № \_\_\_\_\_

      Inventory № \_\_\_\_\_

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

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

      for \_\_\_\_\_\_\_\_ year (s)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Serial number | Index of the case | The title of the case (the volume, part) | Date of the case (volume, part) | Period of storage of the case (volume, part) | Number of sheets in the case (volume, part) | Note |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Name of the structural division of the organization | | | | | | |
| The name of the section "\_\_\_\_\_\_\_\_" | | | | | | |

      In this (these) section(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the inventory included \_\_\_\_\_\_\_\_\_\_\_\_\_\_ cases,

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_(section name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(in figures and words)

      from № \_\_\_\_\_\_ to № \_\_\_\_\_\_ including:

      letter numbers: \_\_\_\_\_\_,

      missed numbers: \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (position, surname, initials, signature of the persons (s) compiling the section (s) of the inventory)

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

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

|  |  |
| --- | --- |
| Agreed  by the protocol of the central expert  commission (expert commission)  of organization from \_\_\_\_ \_\_\_\_\_\_\_ year № \_\_\_\_\_ | Agreed  by the protocol of expert- verification  commission (expert commission)  executive of the local body (archive)  from \_\_\_\_ \_\_\_\_\_\_\_ year № \_\_\_\_\_ |

|  |  |
| --- | --- |
|  | Format A4 (210X297) |
|  | Appendix 3  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 | Approve  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (position, surname,  initials of the head of the archive)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature of the head of the archive)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date) |

**Act on allotment of documents to destruction that are not subject to storage**  
**\_\_\_\_\_\_\_\_\_\_\_ № \_\_\_\_**  
 **(date)**

      The place of compilation

      Documents selected for destruction from the archival fund

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (number and name of the archival fund)

      on the basis of

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

      (reference to normative and methodological documents for conducting expertise)

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Serial number | Name of group of documents | Deadlines | Inventory numbers | Numbers of storage units on inventories | Number  of storage units | Note |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |

      Total \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units for

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ year (s).

      (in figures and words)

      Number of storage units, deadlines, and a brief characteristic of the documents remaining for storage

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

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

      (surname, initials, signature of the head of the department (archives))

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

      (date and number)

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

      (position, surname, initials, signature of the person, who processed the documents)

      Documents submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for processing by acceptance

      (name of the organization)

      invoice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_№ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

      (date) (signature of the custodian of funds)

      Changes have been made to the accounting documents.

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

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

|  |  |
| --- | --- |
|  | 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 of the head of the archive) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature of the head  of the archive) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) |

**Act of acceptance and transfer of documents for storage \_\_\_\_\_\_\_\_\_\_\_ № \_\_\_\_\_\_\_\_\_**  
**(date)**

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

      (the reason for transfer)

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

      (name of the transferred archival fund)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ passed,

      (name of the submission organization)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accepted

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

      (name of the archive) documents of the named fund and scientific reference apparatus for them

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Serial number | Name, the number of inventory | Number of inventory copies | Number of storage units | Note |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

      Total accepted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (position, surname,  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  initials, signature of the person who made the transfer)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date of transfer) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (position, surname,  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  initials, signature of the person who made the transfer)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date of transfer) |

      The archival fund is assigned № \_\_\_\_\_.

      Changes have been made to the accounting documents.

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

      (position, surname, initials, signature of the person (s) who made the changes)

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

      (date of making changes to accounting documents)

      Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (position, surname, initials of the head of the submission organization)

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

      (signature of the head of the organization)

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

      (date)

|  |  |
| --- | --- |
|  | Format А4 (210297) |
|  | Appendix 5  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 | Approve  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (position, surname,  initials of the head of the archive)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature of the head of the archive)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date) |

      Act of acceptance of documents of personal origin for storage \_\_\_\_\_\_ № \_\_\_\_\_

      (date)

      Based on the decision of the expert-verification commission (protocol

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

      and contract dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ passed,

      (surname, initials of the possessor/owner)

      documents accepted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (general characteristics of documents)

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

      in number \_\_\_\_\_\_\_\_\_\_\_\_\_ storage units (conditional) \_\_\_\_\_\_\_\_\_ documents (sheets) by

      archival acceptance inventory.

      The archival fund is assigned № \_\_\_\_\_.

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

      (position, surname, initials, signature of the possessor/owner)

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

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

      Changes were made to the accounting documents based on the results of description.

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

      (position, surname, initials, signature of the person who made the changes)

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

      (date of making changes to accounting documents)

|  |  |
| --- | --- |
|  | 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 |

|  |  |
| --- | --- |
| Official name of the organization | Approve  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (position, surname,  initials of the head of the archive)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature of the head of the archive)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date) |

      Act of return of archival documents of personal origin

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ № \_\_\_\_\_\_\_\_\_\_

(date)

      Based on the decision of the expert- verification commission (protocol

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

      based on the description of archival documents of the fund № \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ were allocated for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (name of the fund)

      return of the following archival documents to the owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

      (a brief description of the documents and the reasons for their return to the owner is stated)

      Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ documents (sheets).

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

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

      Documents received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (position, surname, initials, signature of the possessor/owner)

      Changes were made to the accounting documents based on the results of the description.

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

      (position, surname, initials, signature of the person who made the changes)

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

      (date of making changes to accounting documents)

|  |  |
| --- | --- |
|  | Format A4 (210X297) |
|  | Appendix 7  to the order of the Minister of  Culture and Sport  of the Republic of Kazakhstan  № 62 dated March 12, 2019 Form |

**Form of the card of fund topographical index**

      Front side

|  |  |
| --- | --- |
| Name of the archival fund \_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Archival fund № \_\_\_\_\_\_\_\_\_  Bulk \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Floor (tier) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Archives \_\_\_\_\_\_\_\_\_  Room \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Inventory №\_\_\_ | Units of storage from №\_\_\_ to №\_\_\_ | Rack № \_\_\_ | Cabinet № | Shelf № | Note |
| 1 | 2 | 3 | 4 | 5 | 6 |
|  |  |  |  |  |  |

      Back side

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

|  |  |
| --- | --- |
|  | Format А5 (148Х210) or А6 (148Х105) |
|  | 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 |
|  | topographical index |

**Front side**

|  |  |
| --- | --- |
| Stack №\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Bulk \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Floor (tier) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Archives \_\_\_\_\_\_\_\_\_  Room \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Cabinet № \_\_\_ | Shelf № \_\_\_ | Archival fund № \_\_\_\_ | Inventory № \_\_\_ | Units of storage from №\_\_\_ to №\_\_\_ | Note |
| 1 | 2 | 3 | 4 | 5 | 6 |
|  |  |  |  |  |  |

      Back side

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

|  |  |
| --- | --- |
|  | Format А5 (148Х210) or А6 (148Х105) |
|  | Appendix 9 |
|  | to the order of the Minister of |
|  | Culture and Sport |
|  | of the Republic of Kazakhstan |
|  | № 62 dated March 12, 2019 |
|  |  |
|  | Form |

**Check sheet of availability and state of archived documents**

      Checksheet №\_\_\_\_\_, of availability and state of archived documents

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

      (number and name of the archival fund)

      The check was conducted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (position, surname, initials, signature)

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

      persons (s) who have checked availability and state of cases and documents)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Availability of documents | | | | | | | | | | | |
| Inventory numbers | Number of storage units listed in the inventory | Technical errors identified | | | | | | Listed in the inventory as a result of eliminating technical errors | Numbers of storage units issued for temporary use | Not available | Available (described) |
| Letter numbers not reflected in the final entry | | Missed numbers not reflected in the final entry | | Others, as a result of which the volume | |
| не учтенные | не перечислены, но учтены в объеме | не учтенные | не перечислены, но учтены в объеме | increased | decreased |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  |  |  |  |  |  |  |  |  |  |  |  |

      continuation of the table

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Availability of documents | | Documents state | | | | | | | | | |
| There are not included in the inventory (temporary codes of unprocessed storage units) |  |  | Numbers of storage units, requiring: | | | | | Numbers of storage units that are irreparably damaged |  |  | Note |
| disinfection | disinsection | restoration | binding or filing | recovery of fading texts |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
|  |  |  |  |  |  |  |  |  |  |  |  |

      Total there are \_\_\_\_\_\_\_\_\_\_ storage units included and not included in the inventory.

      (in figures and words)

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

      (position, surname, initials, signature of the person (s) who made the changes)

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

      (checksheet date)

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

|  |  |
| --- | --- |
|  | Format А3 (297х420) Appendix 10  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 | Approve  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (position, surname,  initials of the head of the archive)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature of the head of the archive)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date) |

**Act of checking availability and state of archived documents \_\_\_\_\_\_\_\_\_\_ № \_\_\_\_\_\_\_\_ (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 errors

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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, signature of the person conducting the check)

      Agreed:

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

      (position, surname, initials, signature of the head of the department (archives)

      \_\_\_\_\_\_

      (date)

|  |  |
| --- | --- |
|  | Format А4 (210Х297) |
|  | Appendix 11  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 | Approve  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (position, surname,  initials of the head of the archive)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature of the head of the archive)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date) |

**Act on technical errors in accounting documents**  
**\_\_\_\_\_\_\_\_\_\_\_ № \_\_\_\_\_\_\_\_\_\_\_**  
**(date)**

      Archival fund № \_\_\_\_\_\_\_\_\_\_

      Name of the fund \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      In the course of performing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ technical errors in the records were identified:

|  |  |  |
| --- | --- | --- |
| The title of the document | Existing record | Should be written |
| 1 | 2 | 3 |
|  |  |  |

      As a result, the number of storage units increased (decreased) by

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units.

      (in figures and words)

      Note: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

      Changes were made to the accounting documents based on the results of the description.

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

      (position, surname, initials, signature of the person who made the changes)

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

      (date of making changes to accounting documents)

|  |  |
| --- | --- |
|  | Format А4 (210Х297) |
|  | Appendix 12  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 | Approve  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (position, surname,  initials of the head of the archive)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature of the head of the archive)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date) |

**Act on detection of archival documents**  
 **\_\_\_\_\_\_\_\_\_\_\_ № \_\_\_\_\_\_\_\_\_\_\_**  
 **(date)**

      In course of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ it was discovered

      (type of work)

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

      (in the fund, storage, and working room)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 detected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units.

      (in figures and words)

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

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

      Changes were made to the accounting documents based on the results of description.

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

      (position, surname, initials, signature of the person who made the changes)

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

      (date of making changes to accounting documents)

|  |  |
| --- | --- |
|  | Format А4 (210Х297) Appendix 13  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 | Approve  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (position, surname,  initials of the head of the archive)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature of the head of the archive)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date) |

**Act of irreparable damage to documents**  
 **\_\_\_\_\_\_\_\_\_\_ № \_\_\_\_\_\_\_\_\_\_**  
**(date)**

      Archival fund № \_\_\_\_\_\_\_\_\_\_

      Name of the archival fund \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      There are \_\_\_\_\_\_\_\_\_\_\_ storage units found to be irreparably damaged in the archival fund

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Inventory number | Storage units number | Title of damaged storage units | Deadlines | Number of sheets (playing time, footage) | Nature and causes of damage |
| 1 | 2 | 3 | 4 | 5 | 6 |
|  |  |  |  |  |  |

      Total found irreparably damaged \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units.

      (in figures and words)

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

      (surname, initials, signature of the head of the department)

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

      (surname, initials, signature of the custodian of funds)

      The listed documents are subject to writing-off due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

      (position, surname, initials, signature of the expert)

      \_\_\_\_\_\_\_\_

      (date)

|  |  |
| --- | --- |
| Agreed  by the protocol of the central expert  commission (expert commission)  of organization  from \_\_\_\_ \_\_\_\_\_\_\_ year № \_\_\_\_\_ | Agreed  by the protocol of expert- verification  commission (expert commission)  executive of the local body (archive)  from \_\_\_\_ \_\_\_\_\_\_\_ year № \_\_\_\_\_ |

      Changes were made to the accounting documents based on the results of description.

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

      (position, surname, initials, signature of the person who made the changes)

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

      (date of making changes to accounting documents)

|  |  |
| --- | --- |
|  | Format А4 (210Х297) Appendix 14  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 undetected archival document |

**Front side**

      In the archives \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (name of the archives)

      Name of the archival fund \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Date of the document non-detection \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 | Search result |
| 1 | 2 |
|  |  |
|  |  |

|  |  |
| --- | --- |
|  | Format А4 (210Х297) Appendix 15  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 archival documents on a paper basis with damages of the carrier**

      Archival fund № \_\_\_\_\_\_\_\_\_\_

      Inventory № \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Case № \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (with a note on its belonging to the objects of national heritage of the Republic of Kazakhstan or especially valuable)

      Volume, deadlines of documents \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Index of a group (subgroup) of defects | Signs of the carrier damage | Numbers of damaged sheets of the case | Total number of sheets | Note |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

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

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

      \_\_\_\_\_\_

      (date)

|  |  |
| --- | --- |
|  | Format А4 (210Х297mm) or А5 (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 archival documents on a paper basis with damages of the text**

      Archival fund № \_\_\_\_\_\_\_\_\_\_

      Inventory № \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Case № \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (with a note on its belonging to the objects of national heritage of the Republic of Kazakhstan or especially valuable)

      Volume, deadlines of documents \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Index of a group (subgroup) of defects | Signs of the medium damage | Numbers of damaged sheets of the case | Total number of sheets | Note |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

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

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

      \_\_\_\_\_\_

      (date)

      Format А4 (210Х297mm) or А5 (210Х148 мм)

|  |  |
| --- | --- |
|  | Appendix 17  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 video document |

**Front side \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
 **(the number of a storage unit)**

      Title of the video document \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |
| --- | --- |
| Recording date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Recording date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of the organization where the  record was made \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Total rolls \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Roll № \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tape type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Recording format \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Option \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Production number \_\_\_\_\_\_\_\_\_\_  Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Producer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Chromaticity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Total timeline \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Timeline of the roll \_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Back side**  
**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
**(general characteristics of technical state of the video document)**

|  |  |  |  |
| --- | --- | --- | --- |
| Test 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 technical state of the video document |  |  |  |

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

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

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date of check)

|  |  |
| --- | --- |
|  | Format А4 (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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Part № \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, footage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

      (negative, countertype, intermediate positive indicating color or black and white,

      sound or dumb)

      base type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (nitro or triacetate)

      film type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (indicating domestic or imported)

      printed with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (negative, countertype, etc., date prints)

      checked \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (name of the type of work)

      The test results are as follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Plan | Perforation pitch | Percentage of shrinkage | Date | Plan | Perforation pitch | Percentage of shrinkage |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  |  |  |  |  |  |  |  |

      Note: in addition to the accounting card, a defect statement shall be made indicating the plan number and the nature of the defects.

      Densities

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

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

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

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date of check)

|  |  |
| --- | --- |
|  | Format А4 (210×297) Appendix 19  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 a phonodocument technical state |

**Front side**  
**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
**(the 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 | Characteristics of physical and mechanical state of the recording medium | Conclusion on the need for restoration and preventive treatment | Type of restoration and preventive treatment | Signature |
| 1 | 2 | 3 | 4 | 5 | 6 |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
|  | Format А4 (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**  
**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
 **(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)

      Back side

      Type of restoration and preventive treatment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (accounting date)

      Results of restoration and preventive treatment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (accounting date)

|  |  |
| --- | --- |
|  | Format А4 (210×297) |
|  | Appendix 21  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 | Approve  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (position, surname,  initials of the archive head)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature of the archive head)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date) |

**Act on non-detection of documents which search paths are exhausted**  
 **\_\_\_\_\_\_\_\_\_\_ № \_\_\_\_\_\_\_\_\_\_**  
 **(date)**

      Archival fund № \_\_\_\_\_\_\_\_\_\_

      As a result, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ established the absence of the following documents in the fund. The measures taken by the archive to search for did not give positive results, in this connection, we consider it possible to remove from the register

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Serial number | Number of the inventory | Storage units number | Storage units title | Deadlines | The number of sheets (playing time, footage) | Supposed causes of absence |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |

      Total \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units.

      (in figures and words)

      The contents of the lost documents can be partially filled out by the following cases:

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

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

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

      (surname, initials, signature of the head of the department)

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

      (surname, initials, signature of the archives manager)

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

      (surname, initials, signature of the chief custodian of funds)

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

      (number and date of permission of the authorized body

      and relevant local executive body for de-registration of undetected documents,

      the search paths of which are exhausted)

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

      (number and date of the order of the Director of the archive for removal from accounting of undetected archive documents,

      the search paths of which are exhausted)

      Changes have been made to the accounting documents.

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

      (position, surname, initials, signature of the person who made the changes)

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

      (date of making changes to accounting documents)

|  |  |
| --- | --- |
|  | Format А4 (210×297) |
|  | Appendix 22  to the order of the Minister of   Culture and Sport  of the Republic of Kazakhstan  № 62 dated March 12, 2019 Form |

**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 | Mismatch of the image with sound | 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 | Uniform hiss |  |
| 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 |  |
| 4 | The traces of ink |  | Non-compliance with the rules for 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 with 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 with technological regulations when developing and printing | Non-contrast image |  |
| 11 | A solid image |  | Non-compliance with 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 |  |
| 14 | Deformation of the film |  | Non-compliance with the rules of 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 А4 (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 А4 (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.

|  |  |
| --- | --- |
|  | Appendix 24  to the order of the Minister of  Culture and Sport  of the Republic of Kazakhstan  № 62 dated March 12, 2019 Form |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Alternate-card of a storage unit 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 А4 (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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of usage | To whom issued (surname, initials) | Nature of usage (copying, extract, view, and others) | Numbers of used sheets | Signature of the person who used the document |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

|  |  |
| --- | --- |
|  | Format А4 (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**

      Started \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Finished \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Serial number | Date of issuance | Archival fund №\_\_\_ | Inventory №\_\_\_ | Storage unit №\_\_\_ | To whom issued | Voucher for receipt | Voucher for return, date | Note |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
|  | Format А4 (210×297) |
|  | Appendix 27  to the order of the Minister of  Culture and Sport  of the Republic of Kazakhstan  № 62 dated March 12, 2019 Order form for issuance of archival  ocuments, copies of  the usage fund from  archives, inventories |

**Front side**   
**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
**(name of the archive)**

|  |  |
| --- | --- |
|  | I allow the issuance of documents \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (position, surname, initials of the head of the archive) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature of the head of the archive) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) |

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

      (surname, initials, number of the user's personal file)

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

      (surname, initials of the archive employee, name of the structural division)

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

      (research topic, purpose of issuance)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Archival fund №\_\_\_ | Inventory №\_\_\_ | Storage unit №\_\_\_ | Title of the storage unit | The number of sheets  (playing time, footage) | Voucher for receipt of the user, date | Voucher for return of documents by the user of the reading room employee, date |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |

      Back side

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |

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

      (signature of the user, archive employee)

      \_\_\_\_\_\_\_\_\_

      (date)

|  |  |
| --- | --- |
|  | Format А5 (148Х210) |
|  | 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

**Act on issuance of archival documents for temporary use**  
 **\_\_\_\_\_\_\_\_\_\_ № \_\_\_\_\_\_\_\_\_\_**  
 **(date)**

      Reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      For what purpose documents are issued \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

      The following storage units from the archival fund are issued \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (name, number)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Inventory №\_\_\_ | Storage unit № \_\_ | Title of a storage unit | Number of sheets (playing time, footage) | Note |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

      Total issued \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units (total number of sheets,

      (in figures and words) playing time, footage), the term of return of cases, documents \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

      Conditions for temporary use by the person receiving the cases 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 person receiving the cases and documents is warned of liability in case of destruction of documents of the National archival fund in accordance with Article 509 of the Code of the Republic of Kazakhstan "On Administrative Offences" dated July 5, 2014.

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

      (position, surname, initials, signature of the person who issued the case, documents

      for temporary use)

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

      (date of issue of cases and documents)

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

      (position, surname, initials, signature of the person who received the case, documents

      for temporary use)

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

      (date of acceptance of cases, documents)

      Cases, documents returned in full, in an orderly state, filed and covered.

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

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

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

      (date of delivery of cases, documents)

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

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

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

      (date of acceptance of cases, documents)

|  |  |
| --- | --- |
|  | Format А4 (210×297) |
|  | Appendix 29  to the order of the Minister of  Culture and Sport  of the Republic of Kazakhstan  № 62 dated March 12, 2019 Form |

**Book of accounting of documents receipts**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Serial number | Date of receipt | Name of the organization (surname, initials of the person) from which the documents were received | Name, number and date of the document for which the documents were accepted | Name of the archival fund | Deadline for receipt of documents | Number of storage units or undescribed documents (sheets) | Brief description of the state | Fund number assigned to the received documents 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 words)

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

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

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

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (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 А3 (420Х297) |
|  | 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 January 1, \_\_\_\_\_year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ funds,

      (in figures and words)

      including, received for \_\_\_\_\_\_\_ year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ funds,

      (in figures and words)

      retired for \_\_\_\_\_\_ year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ funds.

      (in figures and words)

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

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

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date)

|  |  |
| --- | --- |
|  | Format А4 (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 the archival fund | | | Name of the archival fund |
| 1 | | | 2 |
| Date of first receipt of the archival fund | Location of the archival fund (name of the archive) | Archival fund number | |
| Previous number of the archival fund | |
| 1 | 2 | 3 | |

      Accounting of unlisted documents

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

**Accounting of listed documents**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Recording date | Receipt | | | | Retirement | | | Availability (balance) of storage units | |
|  | inventory number | year | name of the inventory or abstract (brief description of documents) | 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 А4 (210×297) |
|  | Appendix 32  to the order of the Minister of  Culture and Sport  of the Republic of Kazakhstan  № 62 dated March 12, 2019 Form |

**Accounting sheet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
**(name of the type of film and video documents)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Recording date | Receipt | | | | Retirement | | | | Availability (balance) | | | | |
| Inventory number | Name, number, date of the document | Number of | | Inventory number | Name, number, date of the document | Number of | | Inventory number | | | | |
| Accounting units | Storage units | Accounting units | Storage unist | According to this inventory | | By type in general | | |
| Accounting unist | Storage units | Inventories | Accounting unist | Storage units |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

      Format А4 (297Х210)

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

      (name of the type of phonodocuments)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Recording date | Receipt | | | | | Retirement | | | | | Availability (balance) | | |
| Inventory number | Name, number, date of the document | Number of | | | Inventory number | Name, number, date of the document | Number | | | Number | | |
| Accounting units | Storage units | | Accounting units | Storage units | | According to this inventory | | |
| originals | copies | originals | copies | Accounting units | Storage units | |
| originals | copies |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

      Continuation of the table

|  |  |  |  |
| --- | --- | --- | --- |
| Availability (balance) | | | |
| Number | | | |
| In type as a whole | | | |
| inventories | Storage unit | Storage units | |
| originals | copies |
| 15 | 16 | 17 | 18 |
|  |  |  |  |

      Format А4 (210×297)

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

      (name of the type of audio-visual documents)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Recording date | Receipt | | | | Retirement | | | | Availability (balance) | | | | |
| Inventory number | Name, number, date of the document | Number of | | Number of  inventory | Name, number, date of the document  Accounting unit | Number of | | Number of | | | | |
| Accounting units | Storage units | Accounting units | Storage units | according to this inventory | | by type in general | | |
| Accounting units | Storage units | Inventories | Accounting units | Storage units |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
|  | Format А4 (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**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Serial number | Number of the archival fund | Name and number of the inventory | Number of storage units | | Deadlines | Number of copies | Note |
| total | including the personnel |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  |  |  |  |  |  |  |  |

      Total for January 1, \_\_\_\_\_ year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ inventories,

      (in figures and words)

      including received in \_\_\_\_\_ year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ inventories,

      (in figures and words)

      retired in \_\_\_\_\_ year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ inventories.

      (in figures and words)

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

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

      \_\_\_\_\_\_\_\_\_\_

      (date)

|  |  |
| --- | --- |
|  | Format А4 (210×297) |
|  | Appendix 34  to the order of the Minister of   Culture and Sport  of the Republic of Kazakhstan  № 62 dated March 12, 2019 Form |

**Inventory book of accounting cases, documents, decorated with precious metals and stones,**  
**having precious metals and stones in the application**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Serial number | Recording date | Archival fund № \_\_\_\_ | Inventory №\_\_\_\_ | Case №\_\_\_\_ | Title of the case | Description of decoration of the case, subject | Material | Size (weight | Physical safety | Signature | Note |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  |  |  |  |  |  |  |  |  |  |  |  |

      Total \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cases.

      (in figures and words)

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

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

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date)

|  |  |
| --- | --- |
|  | Format А4 (210×297) |
|  | Appendix 35  to the order of the Minister of  Culture and Sport  of the Republic of Kazakhstan  № 62 dated March 12, 2019 Form |

      Sheet of accounting and descriptions of documents related to cultural values

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

      Date of inclusion of the document in the State register \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      1. Document description

      Name (title) of the document \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Self-naming of the document \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Type of the document \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Document author \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Date (time of creation) of the document \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Century \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Approximate date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Document language \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Annotation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

      Historical information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

      Availability of precious metals and stones \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

      Paleographic features \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

      Seals \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Artistic features of the document design \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Property \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      2. Physical state of the document

      Material carrier \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Sizes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Volume \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Physical state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Information about restoration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      3. The storage location of the document

      The storage location of the document \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Address of the document storage location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Archive cipher: archival fund №.\_\_\_\_\_, inventory №\_\_\_\_, storage unit №\_\_\_\_, accounting unit №\_\_\_\_, sheets \_\_\_\_\_.

      4. Service information

      The document submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Protocol of the expert-verification commission from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ year № \_\_\_\_\_

      Protocol of the central expert-verification commission from

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ year № \_\_\_\_\_\_\_

      Note: depending on the volume of annotation, historical information, and others, the sheet of accounting and description of the document can be filled out on two or more sheets.

|  |  |
| --- | --- |
|  | Format А4 (210×297) |
|  | Appendix 36  to the order of the Minister of  Culture and Sport  of the Republic of Kazakhstan  № 62 dated March 12, 2019 Form |

**The list of funds, containing especially valuable documents**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Serial number | Number of the archival fund | Name of the archival fund | Inventory numbers, where especially valuable documents are contained. | Note |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

      Total for January 1\_\_\_\_\_\_\_year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ funds.

      (in figures and words)

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

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

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date)

|  |  |
| --- | --- |
|  | Format А4 (210×297) |
|  | Appendix 37  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) |

**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 |
|  |  |  |  |  |  |  |  |

      Total according to inventory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cases, of which copied \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

      (in figures and words)

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

      (position, surname, initials, signature of the inventory compiler)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date)

      Agreed

      by the protocol of expert-verification

      commission (expert commission)

      of the local executive body

      from \_\_\_\_ \_\_\_\_\_\_\_ year № \_\_\_\_\_

      Note: the number of accounting unit of the insurance fund is indicated only for microfiche.

      Format А4 (210×297)

|  |  |
| --- | --- |
|  | 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) |

**List of numbers of especially valuable cases (number plate)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Serial number | Inventory number | Numbers of the cases | Numbers of accounting units (storage units) of the insurance fund | Note |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

      Total according to the list (number plate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_cases, of which

      (in figures and words)

      copied \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

      (position, surname, initials, signature of the compiler)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date)

      Agreed

      by the protocol of the central expert

      commission (expert commission)

      of organization

      (archive)

      from \_\_\_\_ \_\_\_\_\_\_\_ year № \_\_\_\_\_

      Note: the number of the accounting unit of the insurance fund is indicated only for microfiche.

|  |  |
| --- | --- |
|  | Format А4 (210×297) Appendix 39  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 especially valuable cases and documents**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Serial number | Number of the archival fund | Номер описи Inventory number (number plate) | Numbers of storage units | Number of copies | Note |
| 1 | 2 | 3 | 4 | 5 | 6 |
|  |  |  |  |  |  |

      Total for January 1, \_\_\_\_\_\_\_ year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_inventories (number plates),

      (in figures and words)

      including received in \_\_\_\_\_ year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ inventories (number plates),

      (in figures and words)

      retired in \_\_\_\_\_ year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ inventories

      (number plates).

      (in figures and words)

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

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

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date)

      Format А4 (210×297)

|  |  |
| --- | --- |
|  | Appendix 40  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 microfiches \_\_\_\_**   
 **(date)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Receipt number | Receipt date | Name, number, date of the document for which copies were accepted | Date of copying | Funds numbers | Inventory numbers | Number of cases included in the order | Number of storage units (microfiche) of the insurance fund | Usage fund | | Note |
| Number of positives | Number of  diazocopies |  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|  |  |  |  |  |  |  |  |  |  |  |

      Total received for \_\_\_\_\_\_ year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accounting units (filmed cases),

      (in figures and words)

      of the insurance fund \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units (microfiche).

      (in figures and words)

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

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

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date)

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

|  |  |
| --- | --- |
|  | Format А4 (210×297) |
|  | 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 document for which copies were accepted | Date of copying | Numbers of archival funds | Numbers of inventories | Number of cases included in the storage units of the insurance fund | Insurance fund (number of rolls) | Usage fund Number | | | Note |
| microfiche rolls of the 3rd generation | microfiche rolls of the 2nd generation | copies |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  |  |  |  |  |  |  |  |  |  |  |  |

      Total received for \_\_\_\_year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_storage units of the insurance fund,

      (in figures and words)

      for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_cases.

      (in figures and words)

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

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

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date)

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

      Format А4 (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 (storage unit number) | Number of receipt in the accounting book of receipts | Inventory number | Case number | Number of storage units (microfiche) of the insurance fund | Number of frames of insurance fund accounting units | Date of copying | Note |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  |  |  |  |  |  |  |  |

      Total according to inventory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accounting units (filmed cases),

      (in figures and words)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units (microfiche).

      (in figures and words)

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

      (position, surname, initials, signature of the inventory compiler)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (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 А4 (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 (number of a storage unit) | Date of copying | Number of frames of the insurance fund | Number of cases included in the insurance fund | Information about cases included in the insurance fund storage unit | | | | Note |
| Numbers of archival funds | Inventory numbers | Numbers of cases | Number of frames (for each case separately) |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|  |  |  |  |  |  |  |  |  |

      Total according to inventory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units,

      (in figures and words)

      of the insurance fund for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cases.

      (in figures and words)

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

      (position, surname, initials, signature of the inventory compiler)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date)

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

|  |  |
| --- | --- |
|  | Format А4 (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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_sheets of documents.

      (in figures and words)

      Number of sheets of internal inventory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sheets.

      in figures and words)

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

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

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

|  |  |
| --- | --- |
|  | Format А4 (210×297) |
|  | Appendix 45  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 | Approve  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (position, surname,  initials of the head of the archive)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature of the head of the archive)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date) |

      Act on seizure of original storage units, archival documents

      \_\_\_\_\_\_\_\_\_\_ № \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

      As a result \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      on the basis of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      seized from the archival fund № \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (name of the archival fund)

      and transferred \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (receipt attached)

      (surname, name, patronymic (if any) of the person)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 seized \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units, archival documents on

      (in figures and words)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sheets.

      (in figures and words)

      Instead of the seized storage units, archival documents in the fund, case included (not included) their copies on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sheets (underline as necessary).

      (in figures and words)

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

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

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date)

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

      (position, surname, initials, signature of the head of the department)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date)

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

      (position, surname, initials, signature of the chief custodian of funds)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date)

      Changes have been made to the accounting documents.

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

      (position, surname, initials, signature of the person who made the entry)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (accounting date)

|  |  |
| --- | --- |
|  | Format А4 (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 |

|  |  |
| --- | --- |
| Official name of the organization | Approve  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (position, surname,  initials of the head of the archive)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature of the head of the archive)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date) |

**Act on separation, consolidation of cases, inclusion of new documents in the case**  
**(underline as necessary) \_\_\_\_\_\_\_\_\_\_ № \_\_\_\_\_\_\_\_\_\_**  
 **(date)**

      Archival fund № \_\_\_\_\_\_\_\_\_\_

      Name of the archival fund \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      In the course of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (specify the type of work)

      separation, consolidation of cases, inclusion of new documents in cases were made.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Serial number | Inventory number | Number of the case | Title of the case | Number of sheets | New codes of the case | New number of sheets | Note |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  |  |  |  |  |  |  |  |

      As a result, the number of cases in the archival fund increased (decreased) by

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

      (in figures and words)

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

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

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date)

      Changes have been made to the accounting documents.

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

      (position, surname, initials, signature of the person who made the entry)

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

      accounting date)

|  |  |
| --- | --- |
|  | Format А4 (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 |

|  |  |
| --- | --- |
| Official name of the organization | Approve  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (position, surname,  initials of the head of the archive)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature of the head of the archive)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date) |

**Act of describing documents, processing inventories (underline as necessary) \_\_\_\_\_\_\_\_\_\_ №**  
**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)**

      Archival fund № \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (name of the fund)

      As of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the archival fund № \_\_\_\_\_\_\_\_\_\_\_ by accounting

      (start date)

      data listed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ inventories, \_\_\_\_\_\_\_\_\_\_\_\_\_ storage units,\_\_\_\_\_\_\_ archival documents, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ placer sheets for \_\_\_\_\_\_\_\_\_ for years.

      Received for work: according to the inventory № \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_storage units not described

      \_\_\_\_\_\_\_\_\_\_ storage units,\_\_\_\_\_\_\_\_\_\_\_ archival documents, \_\_\_\_\_\_\_\_\_\_ sheets.

      As a result \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the following changes have occurred:

      (name of the work)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units (documents, sheets) that are not subject to storage have been allocated);

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units (documents, sheets) returned to the owner;

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units transferred to the scientific-reference library;

      \_\_\_\_\_\_\_\_\_\_\_ storage units (documents, sheets) transferred to other archival funds

      \_\_\_\_\_\_\_\_\_\_\_\_storage units (documents, sheets) transferred to other archives;

      \_\_\_\_\_\_\_\_\_\_\_\_\_ storage units combined with other units of storage;

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_storage units formed from placer;

      \_\_\_\_\_\_\_\_\_\_\_\_\_ storage units (documents, sheets) received from other funds;

      included recomposed inventory of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_storage units.

      Inventories have been drawn up again № \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units

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

      As of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the archival fund № \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date of completion)

      listed \_\_\_\_\_\_\_\_\_\_\_\_\_\_ inventories, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units for \_\_\_\_\_\_\_\_\_\_\_ years.

      The following types of work were carried out:

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

      (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 archive employees)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date)

      The work was accepted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (position, surname, initials, signature of the person who made the entry)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date)

      Descriptions for the database/catalogue (underline as necessary):

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

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

      \_\_\_\_\_\_\_\_\_\_

      (date)

      Documents of the fund and reference apparatus were accepted by.

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

      (position, surname, initials, signature of the custodian of funds)

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date)

      Changes have been made to the accounting documents by.

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

      \_\_\_\_\_\_\_\_\_\_\_\_\_

      (date)

      Agreed

      by the protocol of expert-verification

      commission (expert commission)

      of local executive body (archive)

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

|  |  |
| --- | --- |
|  | Format А4 (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 |

|  |  |
| --- | --- |
| Official name of the organization | Approve  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (position, surname,  initials of the head of the archive)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature of the head of the archive)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date) |

**Act on declassification of documents \_\_\_\_\_\_\_\_\_\_ № \_\_\_\_\_\_\_\_\_\_ (date)**

      Commission \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (name of the commission)

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

      declassified the documents of the archival fund \_\_\_\_\_\_\_\_\_

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

      (number and name of the archival fund)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Serial number | Inventory number | Number of declassified storage units | | Numbers of fully declassified storage units | Numbers of storage units that have been partially declassified, indicating the numbers of sheets of non-declassified documents | Note |
| fully | partially |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |

      Total declassified \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units

      (fully)

      (in figures and words)

      for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (chronological framework of documents) storage units (partially)

      for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (chronological framework of documents)

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

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

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date)

      Accepted for open storage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ storage units

      (in figures and words)

      in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (archives)

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

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (date)

      Changes have been made to the accounting documents by

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

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

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_

      (accounting date)

      Note: listing of storage unit numbers using dashes is not allowed.

|  |  |
| --- | --- |
|  | Format А4 (210×297) |
|  | 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 | | Additional requisites | |
| 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 | | 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: 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 |  |  |

|  |  |
| --- | --- |
|  | Appendix 50  to the order of the Minister of  Culture and Sport  of the Republic of Kazakhstan  № 62 dated March 12, 2019 |

      (archive name, zip code, address, phone number, fax number)

      Archival inquiry

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ № \_\_\_\_\_\_\_\_\_\_ Addressee (date)

      on № \_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_

      Reason:

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

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

      (position, surname, initials, signature of the person who executed the archival inquiry)

      Seal of the archive

|  |  |
| --- | --- |
|  | Format А4 (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 |

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      Addressee The Contents of the texts of archival documents:

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      Archive code: fund № \_\_\_\_, inventory №\_\_\_\_, storage unit №\_\_\_\_, accounting unit №\_\_\_\_, sheets \_\_\_\_\_.

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

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      Seal of the archive

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