



On approval of the Rules for documentation, document management and use of electronic document flow systems in governmental and non-governmental the organizations

Invalidated Unofficial translation

Resolution of the Government of the Republic of Kazakhstan dated October 31, 2018 No. 703. Abolished by the Decree of the Government of the Republic of Kazakhstan dated September 11, 2023 No. 780.

Unofficial translation

Footnote. Abolished by the Decree of the Government of the Republic of Kazakhstan dated September 11, 2023 No. 780 (effective after ten calendar days after the date of its first official publication).

In accordance with subparagraph 1) of paragraph 1-1 of Article 18 of the Law of the Republic of Kazakhstan "On the National Archival Fund and Archives", the Government of the Republic of Kazakhstan **HEREBY RESOLVES:**

Footnote. Preamble - as amended by Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

1. To approve the attached Rules for documentation, document management and use of electronic document flow systems in governmental and non-governmental the organizations.

2. This decree shall come into force upon expiration of ten calendar days from the date of its first official publication.

*Prime Minister of
the Republic of Kazakhstan*

B. Sagintayev

Approved
by Decree no. 703
of the Government
of the Republic of Kazakhstan
dated October 31, 2018

Rules for documentation, document management and use of electronic document flow systems

in governmental and non-governmental the organizations

Chapter 1. General Provisions

1. These Rules for documentation, document management and use of electronic document flow systems in governmental and non-governmental the organizations (

hereinafter referred to as the Rules) establish the procedure of documentation, document management and use of electronic document flow systems in governmental and non-governmental the organizations (hereinafter referred to as the organizations).

2. Organization, maintenance and improvement of the system of documentary management support, methodological guidance and control over compliance with the procedure for working with documents in the organization established by the authorized body in the field of archival affairs and documentary management support (hereinafter referred to as the authorized body) shall be carried out by a structural unit designed to implement tasks and functions for documentary management support (hereinafter referred to as the Management documentation support service). At the same time, it shall be forbidden to maintain unclassified and secret records in one structural unit.

Footnote. Paragraph 2 in the wording of the resolution of the Government of the RK dated 30.11.2020 № 809.

3. At an organization, where the staff list does not provide for the DSM Service, the obligations shall be entrusted to a responsible official.

4. The Rules shall not apply to documents containing information constituting the state secrets of the Republic of Kazakhstan.

Work on the creation of private keys of electronic digital signature (the procedure for generating, registering, issuing, storing, and destroying) for legal entities, governmental bodies or officials, the procedure for ensuring the secrecy and safety of electronic documents and private keys of electronic digital signature containing information constituting state secrets shall be determined by regulatory legal acts in the field of protection of state secrets.

The procedure for the work of governmental bodies with electronic documents of limited distribution marked "For official use" shall be determined by the Resolutions of the Government of the Republic of Kazakhstan dated September 14, 2004 No. 965 "On some measures to ensure information security in the Republic of Kazakhstan" and dated June 24, 2022 No. 429 "On approval of the Rules for classifying information as proprietary information of limited distribution and working with it".

Features of documentation, document management and use of the electronic document management system in special governmental bodies shall be determined by their heads.

Footnote. Paragraph 4 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

5. The following concepts shall be used in these Rules:

1) paragraph - a part of the text, which is a semantic unity, highlighted by an indent in the first line and starting with a lowercase letter, except for the first paragraph of the

part, which begins with a capital letter (paragraphs end with a semicolon (except for the first and last paragraphs of the part));

2) means of cryptographic protection of information (hereinafter referred to as MCPI) - software or a hardware-software complex that implements algorithms for cryptographic transformations, generation, formation, distribution or management of encryption keys;

3) key information carrier - a specialized carrier in which cryptographic information protection tools are used to protect the stored private keys of an electronic digital signature, which have a certificate of compliance with the requirements of the national standard of the Republic of Kazakhstan 1073-2007 "Means of cryptographic information protection. General technical requirements" (level 3);

4) Certification Center of governmental bodies of the Republic of Kazakhstan (hereinafter referred to as CC of GB) - a certification center serving governmental bodies, officials of governmental bodies in information systems and other governmental information resources of governmental bodies of the Republic of Kazakhstan;

5) national certification center of the Republic of Kazakhstan - a certification center that provides means of electronic digital signature and registration certificates to individuals or legal entities for the formation of electronic documents in governmental and non-governmental information systems;

6) duplicate copy (letter) - a copy of the outgoing document remaining in the file of the author organization;

7) electronic copy of a document - a document that fully reproduces the appearance and information (data) of a genuine document in electronic digital form;

8) reference information - information (classifiers, directories, lists and others) based on regulatory documents and used to determine various characteristics of a document;

9) the owner of the registration certificate - an individual or legal entity in whose name the registration certificate is issued, legally owning the private key corresponding to the public key specified in the registration certificate;

10) electronic information resources - information in the electronic digital form contained on an electronic medium and in informatization objects;

11) protection of informatization objects - implementation of a set of legal, organizational and technical measures aimed at the safety of informatization objects, prevention of illegal and (or) unintentional access and (or) impact on them;

12) electronic document - a document in which information is presented in electronic digital form and certified through an electronic digital signature;

13) electronic document management - the exchange of electronic documents between governmental bodies, individuals and legal entities;

14) electronic document management system - an electronic document exchange system, relations between participants of which are regulated by the Law of the Republic of Kazakhstan "On Electronic Document and Electronic Digital Signature" and other regulatory legal acts of the Republic of Kazakhstan (hereinafter referred to as EDMS);

15) EDMS participant - an individual or legal entity, a governmental body or an official participating in the processes of collecting, processing, storing, transferring, searching and distributing electronic documents;

16) paper copy of an electronic document - a document on paper, obtained by extracting information (data details) from an electronic original, having fully reproducing information of a genuine electronic document, certified by an electronic digital signature created using the private key of an electronic digital signature, and all its details or part of them, and certified by a person with authority to certify this document;

17) original electronic document - a document certified (signed) by an electronic digital signature created using the private key of an electronic digital signature, initially generated in the format of an electronic document and not having a paper source original;

18) electronic registration control card - an electronic document with credentials about the document in the prescribed form, fixing its details;

19) format of an electronic document - the structure of the content of an electronic message, based on which an electronic document is formed;

20) means of electronic digital signature - a set of software and hardware used to create and verify the authenticity of an electronic digital signature;

21) metadata - structured data describing the context, content and structure of an electronic document, intended for its identification and search, as well as management processes throughout the entire life cycle of the document;

22) electronic media - a material media designed to store information in electronic form, as well as record or reproduction it using technical means;

23) electronic dossier - an independent unit of storage of electronic documents and their metadata, logically combined in the process of aggregation;

24) information package of electronic documents (files) - an information object of a certain structure, transmitted via network communications or telecommunications as a whole;

25) document form - a set of details identifying the author of an official written document;

26) electronic archive information system (hereinafter referred to as EA IS) - an organizationally ordered set of information and communication technologies, service personnel and technical documentation that implement certain technological actions

through information interaction and are designed to solve specific functional tasks in the field of archiving and document management support.

Footnote. Paragraph 5 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

Chapter 2. Procedure for documentation, preparation and execution of documents

Paragraph 1. Procedure for documentation and requirements to execution of documents

6. The language of work and record management of governmental the organizations and local government authorities of the Republic of Kazakhstan shall be Kazakh language; Russian language shall be officially used equally with Kazakh language.

Kazakh language and other languages when necessary, shall be used in the work of non-governmental the organizations.

7. Documents on paper shall be drawn up on white blank sheets of paper in A4 format (210 x 297 millimeters (hereinafter referred to as mm), A5 (148 x 210 mm) and shall have margins of at least:

- 1) left margin - 20 mm;
- 2) right margin - 10 mm;
- 3) top margin -10 mm;
- 4) bottom margin - 10 mm.

For double-sided printing, the back side of the document sheet:

- 1) left margin - 10 mm;
- 2) right margin - 20 mm;
- 3) top margin - 10 mm;
- 4) bottom margin - 10 mm.

Similarly, documents shall be compiled in electronic format.

Footnote. Paragraph 7 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

8. When drawing up a document on paper, document forms shall be used. The details on the forms of documents shall be arranged in a certain sequence in accordance with the layout of the details of documents in accordance with Annex 1 to these Rules. Forms of documents on paper and electronic templates of forms shall be identical in terms of the composition of the details, the order of their location, and the typefaces.

Electronic templates of forms of documents shall be protected from unauthorized changes.

Footnote. Paragraph 8 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

9. The following blanks of documents shall be used in an organization:

1) a blank of a letter of the organization in the form according to annex 2 to these Rules;

2) a blank of a certain type of a document of the organization in the form according to annex 3 to these Rules;

3) a general blank of the organization in the form according to annex 4 to these Rules.

The general blank of the organization shall be used for producing of any kinds of documents.

10. Forms of documents on paper shall be made in a typographical way using the means of operational printing or reproduced in electronic format directly when compiling the document.

Footnote. Paragraph 10 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

11. Paper forms of documents of governmental organizations with the image of the State Emblem of the Republic of Kazakhstan are subject to accounting, for which, in the lower right corner of each copy of the document form, its number is affixed in a typographical way or by a numerator, and, if necessary, a series. Electronic forms are not subject to accounting.

Footnote. Paragraph 11 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

12. The blanks of documents shall be used strictly for its intended purpose, and shall not be transferred to other the organizations or other persons without corresponding authorization of the management of the organization.

13. Documents on paper shall be drawn up using a stamp that reproduces the name of the organization, by affixing its imprint in the upper left corner without using the letterhead of the organization or with the obligatory registration of the following details :

1) the official name of the organization that issued the document, or an imprint of a stamp reproducing the name of the organization that issued the document by putting it in the upper left corner;

2) the name of the type of document, except for a letter;

3) date of the document;

4) registration number (index) of the document;

5) the name of the position of the person who signed the document, the signature and the full length of the signature;

6) an imprint of the seal of the organization, if this legal entity, in accordance with the legislation of the Republic of Kazakhstan, must have a seal.

Footnote. Paragraph 13 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

14. Internal documents on paper, except for orders, shall be drawn up on white sheets of paper.

Footnote. Paragraph 14 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

15. It shall be prohibited to issue a document in two or more languages on one form

A document in the Kazakh language and an authentic document being created in Russian or another language, as well as in two or more languages, shall be each printed on separate forms (separate sheets) and drawn up with uniform details.

Documents in different languages must be authentic to each other and shall be assigned the same outgoing details.

Sheets of documents on paper (forms and annexes to them) shall be numbered through numbering in the upper part of the sheet in the center. In this case, the numbering is put down from the 2nd sheet from the serial number "2".

Footnote. Paragraph 15 - as amended by Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

Paragraph 2. Procedure of execution of the details of a document

16. The State Emblem of the Republic of Kazakhstan shall be imaged on a blank of a document of governmental the organization in accordance with legislation of the Republic of Kazakhstan on state symbols of the Republic of Kazakhstan.

17. The emblem, logotype or trademark (service mark) shall be reproduced on a blank in accordance with constituent instruments of the organization.

The emblem, logotype or trademark (service mark) shall not be placed on a blank with the image of the State Emblem of the Republic of Kazakhstan.

18. The name of the organization (including a branch, or representative office) shall include the name in accordance with the constituent documents, indicating the legal form.

The abbreviated name of the organization (including a branch, or representative office) shall be given in the case when it is fixed in the constituent documents and shall be placed in brackets below the full name.

When drawing up a joint document developed by two or more equal organizations, the names of organizations shall be arranged in alphabetical order of the names of organizations.

When drawing up a joint document developed by two or more organizations, the names shall be arranged in accordance with the hierarchy of organizations.

On a joint document on paper, seals shall be affixed by organizations for which, in accordance with the legislation of the Republic of Kazakhstan, a seal is required.

Footnote. Paragraph 18 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

19. Name of a structural subdivision shall be specified in cases, when it is the author of a document and shall be placed below the name of the organization.

20. Name of the type of a document shall be printed in bold capital letters.

21. The date of the document shall be the date of its signature (approval) or event recorded in the document.

The document date shall be filled in by an official, signing or approving the document. For an electronic document flow, filling in a date by the system or manually by an authorized person shall be allowed.

Service marks on the document related to its passage and execution (familiarization) within the organization shall be dated and signed.

The document date shall be executed:

1) in legal acts, minutes, banking, financial, accounting documents and affecting the rights and interests of individuals and legal entities, in words and figures - the day of the month and year shall be in Arabic numerals, the month in words;

2) in other documents - in figures - the day of the month and the month by two pairs of Arabic numerals, divided by a point, the year - by four Arabic numerals.

22. The registration number (index) of the document shall consist of the index of the dossier according to the nomenclature of dossiers of the organization, and the serial number of the document in the registration and control form (hereinafter referred to as RCF). At the discretion of the organization, additional elements shall be included in the registration number (index).

The registration number (index) of a document compiled by two or more organizations shall consist of the registration number (index) of each of these organizations, separated by a slash in the order in which authors are indicated in the document.

It shall be prohibited to leave reserve registration numbers (indexes) of documents.

Continuous numbering shall be allowed in the electronic document management system.

Footnote. Paragraph 22 - as amended by Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

22-1. In the information-analytical system "Electronic appeals", the assignment of a registration number (index) to appeals, messages, requests, responses and proposals of persons shall be generated automatically and shall consist of an alphabetic index, as well as a unique number, including the year of registration and a through serial number of eight characters.

When redirecting appeals, messages, requests, responses and proposals between governmental and non-governmental organizations, as well as sending a response to the applicant, the registration number (index) of the document shall not change.

When filling out a response to the applicant, as well as writing off the document to the archive, a nomenclature dossier code shall be automatically generated in the electronic registration control card of the document, including:

organization index in the unified system of organizations;

index of the structural unit of the organization;

index of the nomenclature dossier on appeals, messages, requests, responses and suggestions of persons.

Footnote. Chapter 2 is supplemented by paragraph 22-1 in accordance with the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

23. The registration number and the date of a document to which the response is given shall be specified in the reference to the registration number (index) and the date of the incoming document.

24. Place of drafting or publishing of a document shall be indicated in accordance with the adopted administrative-territorial division and shall include only generally accepted abbreviations.

Place of drafting or publishing of a document shall be executed in accordance with the name of a locality, being the location of the organization- the author of the document.

25. Documents shall be addressed to organizations, their structural divisions, officials or individuals.

The requisite "Recipient" shall be written in lowercase letters, in bold type. The name of the organization and its structural subdivision shall be written in the nominative case, position, and surname of the person to whom the document is addressed - in the dative case.

When addressing a document to the head of the organization, its name shall be included in the name of the position of the addressee.

When addressing a document to an individual, the initial of the name and surname of the recipient, and his/her postal address shall be indicated.

In case of correspondence within the organization, it shall be allowed to indicate in the dative case only the initial of the name and surname of the official.

If the document is addressed to several organizations, they shall be indicated in a generalized way.

No more than four addressees shall be registered on one document. With a larger number of recipients, a list (register) of the distribution of the document is compiled. The words "Original" and "Copy" in the attribute "Recipient" shall not be used.

When a document is sent to non-permanent addressees, the "Address" requisite shall include a postal address, which shall be drawn up by the performer. Elements of the postal address shall be indicated in sequence in accordance with the Law of the Republic of Kazakhstan "On Post".

Footnote. Paragraph 25 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

26. The heading to the text of the document shall be executed in semibold type from the border of the left margin of the document without hyphenation and contain no more than 35 signs in each line. In a document with a heading of more than 5 lines, It shall be allowed to execute a heading the middle of the document. The point in the end of the heading shall not be written down.

The heading to the text of a document shall be formulated in accordance with the name of the type of a document and its content.

The heading to the text of a document less than 10 lines, as well as executed on a blank of A5 format shall not be composed.

27. For documents on paper, the seal of the organization shall certify the authenticity of the official's signature on the document. The seal of the organization shall be affixed after the name of the position of the person who signed the document, without capturing his/her signature.

This requirement shall not apply to organizations that, in accordance with the legislation of the Republic of Kazakhstan, are not required to have a seal.

Footnote. Paragraph 27 - as amended by Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

28. The text of a document shall be executed as a questionnaire, a chart, a table, a connected text or a combination of these forms.

29. In the event if a document contains items, then the items shall be arranged in logical sequence, subject to chronology of the stages of solving the issue. Items with similar content of documents of significant volume shall be combined into chapters, several chapters - in sections, sections - in parts. In chapters with large volume, paragraphs shall be highlighted, in sections - subsections.

Items may be subdivided into sub-items. Inside items and sub-items there may be parts, highlighted by indentions.

Items, paragraphs, chapters, subsections and parts of documents shall be numbered by Arabic numerals with a point as follows: 1., 2., 3. and so forth.

Numbers of sub-items in items shall be designated by Arabic numerals with a bracket as follows: 1), 2), 3) and so forth.

Numeration of items, chapters and sections shall be consecutive, numeration of sub-items in an item, paragraphs in a chapter, subsections in a section shall be independent.

Designation of indentions by hyphenation or other signs shall not be allowed.

30. The text of a document shall be printed on a typewriter in one and a half line spacing or using computer devices with the size no. 14 of the font of Times New Roman, or Arial in one line spacing. In certain cases, as well as in executing tables, annexes, change of the sizes of fonts and line spacing shall be allowed.

When executing a document in two and more sheets, the second and subsequent sheets shall be numbered. The numbers shall be in Arabic numerals in the middle of the top margin of the sheet without punctuation signs.

The mark on the presence of an annex, named in the text of the document, shall include the number of sheets, copies, language of execution. The mark about the presence of an annex that is not named in the text of the document, shall additionally indicate its name, as well as the date and registration number (index). If there are two and more annexes, they shall be numbered. For electronic document flow, the number of copies shall not be required.

If the annexes to a document are stitch-bounded, the number of copies shall be specified.

If another document with Annex is attached to the document, the details of this document and the total Number of sheets shall be indicated in the mark on the availability of the annex. For example, "Annex: letter of the Ministry of Culture and Sports of the Republic of Kazakhstan of October 15, 2014 no. 3-5 / 151 and Annex thereto, totally on 7 pages, in Kazakh language".

If the Annex is sent not to all addressees, specified in the document, the mark of its availability shall specify the addressee, to which the Annex is sent.

31. The signature of a document in hard copy shall include:

- 1) Name of the position of a person, signed the document, the official name of a structural subdivision or the organization (if a document is not executed on a blank);
- 2) The personal signature and printed name (initial of name and surname).

The document shall be signed in lightfast ink. Signing of an original copy of a document by facsimile stamping shall not be allowed.

The right to sign documents of the organization shall be determined in accordance with the legislation of the Republic of Kazakhstan, constituent instruments of the organization, the administrative documents of the organization's head on delegation of powers or powers of attorneys to perform certain actions on behalf of the organization.

The electronic document shall be certified by the electronic digital signature of a person authorized to sign that document.

Issuance of a document (a letter) shall be subject to signing. Replacement of a document (a letter) by a copy of a document shall not be allowed. When signing a document by two and more persons, of equal positions, their signatures shall be arranged in alphabetic order of official names of the organizations or structural subdivisions.

When a document is signed by several officials, their signatures shall be arranged one under another in accordance with a decrease in the official hierarchy of positions.

The document drawn up by the commission shall not indicate the titles of the persons who signed the document, but their responsibilities as part of the commission.

Documents of the collegial bodies of the organization (collegiums, councils, maslikhats, boards) shall be signed by the chair and secretary (chair and the person, who made the record). Minutes of the hardware (operational) meetings of the organization and its structural divisions shall be signed by the presiding person.

If the official whose signature is pre-readied on the draft document is absent, then the document shall be reissued to the person performing his duties. To sign a document with the preposition "for" or writing down a slash before the name of position shall not be allowed.

32. Approval of a draft document shall be formalized with a visa on the document (internal approval) or a stamp of approval (external approval or agreement with the consultative and advisory and public bodies of the organization). For an electronic document, approval occurs through an electronic digital signature.

In case of internal approval, documents shall be endorsed by the executor (responsible executor), the head of his/her department, other interested officials, and the deputy head of the organization in accordance with the distribution of duties.

Visas shall be affixed on paper copies of documents remaining in the organization, on the front side below the signature. Draft administrative documents shall be endorsed on the first copy. It shall be allowed to endorse draft administrative documents on the reverse side of the last sheet.

The visa shall include the signature of the approver, the date, the transcript of the signature (initial name, surname), and the title of the position of the approver. Comments, dissenting opinions and additions to the draft document shall be drawn up on a separate sheet, about which a corresponding mark is put in the draft document.

External approval of the document shall be executed in lowercase letters with the stamp of approval, which is located in the lower-left corner of the last sheet of the document and consists of the words "Agreed", as well as the name of the position of the person with whom the document is agreed (including the name of the organization), personal signature and its decoding (initial name and surname), date of approval.

When a document is approved by two or more persons of equal positions, the approval stamps shall be located at the same level in alphabetical order of the official names of organizations. When a document is approved by several officials, the approval stamps shall be arranged in accordance with the descending hierarchy of positions.

If the agreement is carried out by a letter, protocol or another document, then the type of document in the instrumental case, the name of the organization in the genitive case, and the date and number (index) of the document shall be indicated in the approval stamp.

External approval of a document with several organizations shall be drawn up by an approval sheet in the form in accordance with Annex 5 to these Rules.

The approval of the draft document in electronic format shall be carried out in the EDMS or through the channels of information systems (hereinafter referred to as IS).

If the organization has an EDMS, the approval of draft documents shall be carried out in an automated mode by sending draft documents to persons appointed as approvers and formalizing the results of approval in the EDMS.

After the completion of the approval procedure (when creating the original document on paper), the approval sheet shall be printed from the EDMS, attached to the draft document and submitted for signature to the head of the organization (another authorized person).

Coordination of internal documents, the creation, storage and use of which is carried out through the EDMS, shall be carried out in the EDMS in electronic form.

When coordinating draft internal documents created on paper, visas shall be affixed directly to the draft document - IS.

Footnote. Paragraph 32 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

33. The stamp of approval of the document shall be located in the upper right corner of the first sheet of the document and is drawn up in lowercase letters.

When a document is approved by a specific official, the approval stamp shall consist of the following elements: the word "Approved", the title of the position, the signature, the transcript of the signature and the date of approval.

When a document is approved by two or more persons of equal positions, the approval stamps shall be located at the same level in alphabetical order of the names of organizations.

When a document is approved by a resolution, decision, order, or protocol, the approval stamp shall consist of the word "Approved", the type of the administrative document in the instrumental case, its date and number.

Footnote. Paragraph 33 - as amended by Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

34. The brief instruction shall be placed in the top part of the first sheet of the document on a free of text space. The brief instruction shall include initial(s) of name and surname(s) of the performer(s), the content of instruction(s), the period of execution, signature of the author of the brief instruction and the date.

Execution of a brief instruction on a separate blank (chip) specifying under the signature of a person, who wrote the brief instruction, incoming registration number (index), date of receipt and a mark about the details of the document, to which the brief instruction is related to (the author, reference number and the document date). The DSM Service shall register assignments in kind of brief instructions, sent to other the organizations.

On documents that do not require additional instructions prescribed actions and having a period of execution, the brief instruction shall specify the performer, signature of the author of the brief instruction, date.

In the events when the assignment is given to two and more persons, the main performer shall be the person, first specified in the assignment, unless as otherwise is specified in the brief instruction itself.

35. The mark about control over the execution of the document shall be designated by words or stamps “Bakylau” (“Бақылау”), “Bakylauga alyndy” (“Бақылауға алынды”) and shall be stamped in the top left part of the first sheet of document beyond the textbox.

36. For certification of the compliance of a copy of a document with an original, below the detail "Signature", the certification endorsement "For a true copy" (without quotation marks), name of the position of a person, certified the copy, personal signature, printed name (initial of name and surname) of the signatory, impression of a seal of the organization (if any), date of certification shall be written down.

37. A hard copy of an electronic document shall be certified indicating that the primary document is an electronic document and there is a positive result of the

procedure of verification of the electronic digital signature of a person, certified the electronic document. To certify a copy of an electronic document in hard copy and applying the information on the result of verification of the electronic digital signature, a stamp (of triangle shape) shall be used with a text "*** * Электрондық құжаттың көшірмесі дұрыс." (the positive result of the procedure of verification of the electronic digital signature is received) and with indication of margins for the number of sheets and signature of the certifying person.

38. The electronic copy of a document shall be certified:

1) by the performer – in the event of enclosure of additional documents in hard copy when creating a draft of an electronic document;

2) the employee of the document support subdivision of a government agency - when registering a document, incoming only in hard copy.

The employees of the document support subdivision of a government agency and the post operator have the powers for certification of a hard copy of an electronic document created using the EDFs.

A hard copy of an electronic document shall contain:

1) text of a document;

2) mandatory mark "Copy of an electronic document" reflecting the results of the procedure of verification of the of electronic digital signature of a person, certified the electronic document;

3) name of the information system from which it has been received;

4) date of creation of a hard copy;

5) stamp with a text "*** * Электрондық құжаттың көшірмесі дұрыс." (the positive result of the procedure of verification of the electronic digital signature is received), number of sheets and signature of the certifying person.

39. A mark about the performer of the document shall include the abbreviated word "Perf.", initial of name and surname of the performer, his telephone number including the extension, e-mail address (if any) and shall be place on the face or back page of the last sheet of the document in the left bottom corner.

40. A mark about execution of a document and sending it to the file shall include the reference to the number and date of a document, certifying the execution (in the absence of such document - brief information about the execution), word "to the file", number of the file, where the document will be kept.

A mark about execution of a document and sending it to the file shall be placed on the bottom margin of the face page of the first sheet of a document, which shall be signed by the performer, with indication of the date of sending to the file.

41. The identifier of an electronic copy of the document in hard copy shall be the mark (footer), containing the name and version of the software, with the help of which the document has been created, placed on the face page of every sheet of the document.

42. A mark about the receipt of a document to the organization shall be placed in the right bottom corner of the face page of the first sheet of the document and shall contain the sequential number of the incoming document and the date of receipt (when necessary – hours and minutes).

43. An electronic document consists of two parts: informative part and details.

The informative part of an electronic document shall consist of one or several files in the following formats :

- 1) PDF, PDF/A-1, TIFF, JPEG, JPG- graphical format;
- 2) RTF, DOCX - text format;
- 3) XLS, XLSX - table format;
- 4) PPT, PPTX - presentations;
- 5) RAR, ZIP - archived format.

The informative part of the draft acts of the President of the Republic of Kazakhstan in the EDFS shall be generated in PDF format only.

The informative part of an electronic document shall have the following details:

- 1) official name of the organization of the addresser;
- 2) reference data of the organization (legal address, telephone, fax, e-mail of the organization (if any));
- 3) name of the type of a document;
- 4) reference to the registration number and the date of incoming document;
- 5) place of drafting or publication of a document;
- 6) addressee;
- 7) label of approval of a document (if any);
- 8) heading to the text (if any);
- 9) text of a document;
- 10) the mark about the executor (name and telephone number of the executor) (in the national security bodies of the Republic of Kazakhstan the initials and telephone number of the executor shall be indicated);
- 11) electronic digital signature.

The details part of the electronic document shall be generated by drawing up an electronic registration control card (hereinafter referred to as the ERCC), in which the following details shall be used:

- 1) name of the type of a document;
- 2) document registration number;
- 3) index of the file register;
- 4) name and version of software, which is employed for creation of the document;
- 5) electronic digital signature;
- 6) question design;
- 7) Number of sheets of the main document and annexes;

8) the name of the addressee state body (in the National Security Committee of the Republic of Kazakhstan, the names of the subdivisions shall be indicated in accordance with the codes, with the exception of territorial bodies);

9) Name of the position addressee (if any);

10) surname of the addressee (if any);

11) the name of the executor (in the national security bodies of the Republic of Kazakhstan the initials of the executor shall be indicated);

12) telephone number of the performer;

13) mark about control;

14) a mark about execution of a document and sending it to the file;

15) a mark about availability or absence of the original paper document, a hard copy of an electronic document.

The use of additional details shall be established depending on the type of a document in accordance with these Rules.

Footnote. Paragraph 43 as amended with the resolution of the Government of the RK dated 30.11.2020 № 809.

44. When exchanging electronic documents between organizations, the list of mandatory details and the procedure for using the electronic digital signature of an electronic document shall be established by written forms of transactions in accordance with the Civil Code of the Republic of Kazakhstan, compliance with the norms of the Law of the Republic of Kazakhstan "On electronic document and electronic digital signature", these Rules.

Footnote. Paragraph 44 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

45. Electronic documents for storage shall be transferred according to the state standard ST RK "Document Management. Format of the files of electronic documents for long-term storage. Part 1. Using PDF 1.4 (PDF/A-1)".

Paragraph 3. Preparation and execution of orders

46. Orders draw up decisions of a legal nature, as well as on operational, organizational, personnel and other issues of the organization's activities in accordance with the forms in accordance with appendices 6-7 to these Rules.

The details of the order are:

1) the image of the State Emblem of the Republic of Kazakhstan or the emblem, logo, or trademark (service mark) subject to the requirements of paragraphs 16, and 17 of these Rules;

2) the official name of the organization;

3) name of the type of document;

- 4) date of the order;
- 5) registration number of the order;
- 6) place of issue of the order;
- 7) title to the text;
- 8) text;
- 9) signature;
- 10) a note on the approval of the order;

11) an imprint of the seal of the organization, if this organization, in accordance with the legislation of the Republic of Kazakhstan, must have a seal.

Draft orders shall be prepared and submitted by structural units based on instructions from the head of the organization, his/her deputy, or on their initiative. Draft orders on personnel issues shall be prepared by the personnel service in accordance with the labor legislation of the Republic of Kazakhstan.

Draft orders and annexes to them shall be endorsed by the executor and his/her immediate and supervising managers, as well as heads of structural divisions for whom the draft order provides for tasks and instructions whose competence is affected by the issues specified in the project.

Objections to the draft order that arise upon approval shall be set out in the certificate that is attached to the draft. If fundamental changes are made to the draft order during the approval process, then it shall be finalized and re-approved.

Orders of governmental bodies shall be developed and adopted in the Kazakh language, if necessary, their development may be carried out in Russian with the provision, if possible, of translation into other languages. Sheets of orders and appendices to them shall be numbered by continuous numbering at the top of each sheet in the center.

Orders are numbered sequentially within the calendar year. Orders for the main activity and personnel shall be registered separately in the relevant registers (databases). The letters "l/s" or "k" are added to the serial number of the order for personnel through a hyphen.

Copies of orders or their reproduced copies shall be certified by a seal (if any) indicating the date of certification and sent to the addressees in accordance with the distribution index, which shall be compiled and signed by the executor.

The text of the order shall consist of two parts: ascertaining (preamble) and administrative.

The ascertaining part (preamble) briefly outlines the goals and objectives, facts and events that served as the basis for issuing the order. If the order is issued based on another document, then the stating part shall indicate the name of this document in the genitive case, its author, date, number and heading. If an order on personnel matters is issued for violating the performance discipline of the personnel, then the ascertaining

part shall indicate the clearly stated content of the disciplinary offense, as well as the norms and requirements of the acts that are the grounds for bringing to responsibility. When referring to a normative legal act registered with the justice authorities, the number under which it is registered in the register of state registration of normative legal acts shall be additionally indicated.

The preamble in draft orders shall end with the word "I HEREBY ORDER", which shall be written in capital letters, in bold type. It may not be moved to another line.

The administrative part shall contain a list of prescribed actions with an indication of the performer of each action and the deadlines for execution. If necessary, the administrative part shall be divided into paragraphs, subparagraphs and passages.

Actions of a homogeneous nature may be listed in one paragraph. Structural subdivisions or specific officials shall be indicated as executors. Information about the unit or official who is entrusted with control over the execution of the order shall be indicated in the last paragraph of the administrative part.

Familiarization of employees with orders on personnel matters shall be certified by the signature, surname and initials of employees, affixed below the requisite "mark about the approval of document" or on the reverse side of the order.

If the order is supplemented by an application, then the text about the addition of the order by the application shall be entered. When referring to applications, the application numbers shall be indicated, and assigned in the order in which applications are mentioned in the text of the act, except when there is one application to the order. The link to the application must match the name of the application itself. The requisite "mark on availability of an annex to the document" after the text of the order is not issued independently.

If the order, consisting of one sheet, is drawn up on the letterhead of the organization, the full name of the position of the person signing the document shall not be indicated in the "signature" details.

The joint orders shall indicate the full title of the posts, the surname and the initials of the jointly signing persons.

Footnote. Paragraph 46 - as amended by Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

Paragraph 4. Procedure for preparation and execution of the minutes

47. The protocol shall be drawn up based on the notes made during the meeting (sessions, meetings), submitted abstracts of reports and speeches, certificates, draft decisions and other materials in the form in accordance with Annex 8 to these Rules.

The protocol, drawn up within the organization and not beyond its limits, shall not be drawn up on a form.

The details of the protocol are:

- 1) the official name of the organization and (or) structural unit;
- 2) name of the type of document;
- 3) date;
- 4) registration number of the protocol;
- 5) place of publication of the minutes;
- 6) stamp of approval (in some cases);
- 7) protocol header;
- 8) text;
- 9) signature.

Protocols shall be drawn up in full or short form.

The text of the full protocol shall consist of two parts: introductory and main.

In the introductory part, after the heading of the minutes, the initials of the names and surnames of the chairman, the secretary of the meeting (conference), the list of those present (if the number of those present exceeds 10 people, the list of those present is drawn up in an annex to the minutes) shall be indicated.

In the minutes of the meeting of the consultative and advisory body, the members present are listed personally by last name in alphabetical order. After that, the names of those invited are recorded, indicating their position and the name of the organization.

The introductory part ends with the agenda (a list of issues under consideration, listed in order of their importance) indicating the speaker (the initial of his/her name, surname, and position) for each item on the agenda. Each question is printed from a paragraph, numbered with an Arabic numeral and its name begins with the preposition "On". If the agenda is drawn up as an Annex to the minutes, the record "The agenda is attached" is made in the minutes before the text.

The main part of the protocol consists of sections corresponding to the agenda items. Each section consists of three parts: "HEARD", "SPOKE", "RESOLVED" ("DECIDED"), which are printed from the left margin in capital letters.

The adopted decision shall be printed in full; if necessary, the results of the vote shall be given.

The content of the dissenting opinion expressed during the discussion is recorded in the text of the protocol after the relevant resolution (decision).

In the section "HEARD" the initials of the name and surname of the speaker are given, the main content of the reports and speeches is placed in the text of the protocol or attached to it, in the latter case, a footnote "The text of the speech is attached" shall be drawn up in the text.

The section "HEARD" shall contain the text of the speech. At the beginning of the text, from a new line in the nominative case, the initial of the name and surname of the speaker shall be indicated. The record of the speech shall be separated from the name

by a dash. The speech is written in the third person singular. If the record of the speech or the text of the report is made in the form of an annex to the protocol, after the surname the marks "Record of the speech is attached", "Text of the report is attached" shall be indicated.

In the section "SPOKE" the initials of names, surnames, the content of the information (report) of the speakers shall be indicated in the order in which they sounded at the meeting.

Questions to the speakers and their answers shall be recorded as they are received and recorded in the same sequence, while the words "Question", "Answer" are not written, but the initial of the name and surname of the person from whom the question or answer was received.

The section "RESOLVED" ("DECIDED") shall reflect the decision made on the issue under discussion. The operative part uses indefinite verbs.

The text of the brief protocol consists of two parts: introductory and main. The agenda is not indicated in the introductory part.

The main part of the short protocol includes the names of the issues under consideration and the decisions taken on them.

The name of the question is numbered and begins with the preposition "On", aligned to the center of the line and underlined with one line below the last line. Below the line are the names of the officials who spoke during the discussion of this issue. Then the decision made on the issue shall be indicated.

The title of the protocol includes an indication of the type of collegial activity and the name of the collegial body in the genitive case (for example a meeting of employees, a meeting of the council).

The protocol is signed by the chairman and the secretary (the chairman and the person who made the recording). The date of the minutes is the date of the meeting. If it lasted several days, then the dates of the beginning and end of the meeting are indicated through a dash.

Minutes shall be assigned sequential numbers within the clerical year separately for each group of minutes - minutes of meetings, board meetings, minutes of technical, scientific and expert councils, and others. Minutes of joint meetings have composite numbers, including serial numbers of minutes of organizations participating in the meeting.

Copies of the protocols or adopted decisions in the form of extracts from the protocols shall be sent to interested organizations and officials in accordance with the distribution index. The distribution index, which is approved by the head of the structural unit, is compiled and signed by the responsible executor of the unit that prepared the consideration of the issue. Copies of the protocols and extracts from them shall be certified by the seal of the organization (if any).

Footnote. Paragraph 47 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

Paragraph 5. Procedure for preparation and execution of an act

48. The content of an act shall be the information, supporting the established facts or events (delivery-acceptance of works; acceptance-transfer of material valuables, documents; inspection of objects for fire safety, labour conditions; test (commissioning) of samples, systems, technologies; assigning to destruction of material valuables, documents; violation of the established rules (requirements); investigation of emergencies, accidents; liquidation of an organization; performed works; rejection; inspection; verification; provision of services and other). An act shall be drafted by several persons, confirming this fact.

The act shall be executed on a blank in the form according to annex 9 to these Rules. The act, drafted within the organization and kept within it, shall not be executed in a blank.

The details of an act shall be:

1) the image of the State Emblem of the Republic of Kazakhstan or an emblem, logotype, trademark (service mark) subject to the requirements of items 16, 17 of these Rules;

- 2) official name of the organization;
- 3) name of the type of a document;
- 4) date;
- 5) registration number (index) of an act;
- 6) place of signing of an act;
- 7) stamp of approval (in certain cases);
- 8) heading of an act;
- 9) text;
- 10) signature.

The text of an act shall consist of introduction and recitals.

In the introduction, the grounds for drafting of an act shall be indicated, the draftsmen and the persons present shall be specified.

The recitals of an act shall contain the essence of the established facts, methods by which verification is conducted, its results, as well as summaries, proposals, conclusions of the commission. If necessary, the text of the establishing part of an act shall be divided into paragraphs.

In the end of the recitals, the number of copies of an act and the location of every copy shall be specified, thereafter a mark about the existence of annexes to the act shall be executed (if available).

In the end of the recitals, the mark about the number of copies of an act and location of every copy, thereafter - a mark about the existence of annexes to the act (if available).

The act shall be signed by the chair and the members of the commission, or a person(s) drafted the act. Surnames, initials of persons, signed the act shall be executed in the alphabetic order by surname, their positions shall not be specified.

Familiarization of persons with the act shall be made against signed acknowledgement. A person disagreeing with the content of the act, shall sign it with a reservation and the reasons for his disagreement. A minority opinion of a member of the commission shall be executed on a separate sheet and shall be enclosed to the act.

Paragraph 6. Procedure for preparation and execution of a statement

49. The content of a statement shall be the information, which describes the facts, events or information. Statements sent beyond the organization, shall be drafted on a general blank. The internal statement shall be executed on white sheets of paper without using of a blank. The statement shall be executed in the forms according to annexes 10-11 to these Rules.

The details of the certificate shall be:

1) the image of the State Emblem of the Republic of Kazakhstan or an emblem, logotype, trademark (service mark) subject to the requirements of items 16, 17 of these Rules;

2) official name of the organization;

3) name of the type of a document;

4) date;

5) registration number (index) of the statement;

6) place of publication;

7) addressee;

8) heading to the text;

9) text;

10) signature;

11) mark about the approval (wherever necessary);

12) impression of a seal(if any);

13) a mark about the performer.

The texts of statements issued to the citizens to confirm the place of employment, position, salary and other information shall start from indication of surname, name, patronymic (if any) in the subjective case, on which the information is stated. In the end of the text or in the right top corner, the name of the organization where the statement is given shall be specified.

The text of such statement shall not use the phrases: "This statement", "actually lives (studies, works)".

In the event if the statement is signed by the performer, the detail "a mark about the performer" shall not be specified.

Paragraph 7. Procedure for preparation and execution of a letter

50. A letter shall be executed on a blank of a letter of the organization in the form according to annex 12 to these Rules and shall contain the following details:

- 1) The image of the State Emblem of the Republic of Kazakhstan or emblem, logotype, trademark (service mark) subject to the requirements of items 16, 17 of these Rules;
- 2) official name of the organization;
- 3) date;
- 4) reference registration number (index) of a letter;
- 5) reference to the registration number and the date of incoming document (if it is a letter of response);
- 6) addressee;
- 7) heading to the text;
- 8) text;
- 9) mark about the availability of attachment;
- 10) signature;
- 11) mark about the approval (if necessary);
- 12) a mark about the performer.

Official letters signed by the heads of two and more the organizations shall be executed on a sheet of paper of A4 format. At the same time, the date about the name of the organizations, signed the letter shall be included into the name of position in the detail "signature".

Marks about the agreement of the letter shall be written down at the release of a letter.

The text of the letter shall have one or two logical parts. A letter consisting of one part shall be a request without explanation, reminder without a preamble, a message without the grounds.

If a text of the letter consists of the recitals and final, the first part shall state the reason, grounds or substantiation of the drafting of a letter, it shall provide references to documents, being the grounds for preparation of the letter, conclusions, offers, requests, decisions shall be stated in the second part.

Reverse constructions of the text (conclusion – statement) are possible in letters of refusal.

The following forms of reporting shall be used in letters:

1) in the first person plural (for example: "We kindly request", "Herewith we send you");

2) in the first person singular (for example: "I kindly ask you to send", "I deem it necessary");

3) in the third person singular (for example: "The ministry has no objections").

Chapter 3. Procedure of document management, the organization of document flow in government and non-government the organizations

Paragraph 1. Procedure of processing of incoming documents

51. Documents, received by the organization, shall pass a primary processing, preliminary review, registration, consideration by the management and shall be delivered to the performers.

52. Acceptance, initial processing of documents and preliminary review shall be carried out centrally by the DSM Service.

53. Primary processing of incoming documents is to verify the correctness of delivery to the destination, the integrity of the packaging and attachments, fixation of the fact of the receipt of documents in the organization and preparing them for transfer to the destination.

If a document is incomplete or damaged, the corresponding marks are put in the bottom field of its last sheet in the RCF and a free-form act shall be drawn up in triplicate. One copy shall be sent to the sender, the second shall remain in the DSM Service, the third shall be transferred to the performer of the document.

Envelopes shall not be destroyed in cases when the address of the sender, the date of sending and receipt of the document, as well as upon receipt of personal documents are determined only according to them.

Envelopes marked "Personally" without opening shall be transmitted to the destination. Mistakenly delivered correspondence shall be returned to the post office.

54. At preliminary review of documents, they shall be sorted into registered and non-registered ones. The list of non-registered documents shall be developed on the basis of an approximate list of documents not subject to registration with the DSM Service, according to annex 13 to these Rules, and shall be approved by the head of the organization.

Non-registered documents shall be transferred to the corresponding structural units of the organization.

55. Registered documents after their registration in the RCF shall be submitted for consideration to the management of the organization or a structural subdivision (official) for making a decision.

With the immediate execution of the received document, it shall be allowed for the performer to be familiarized with its content before the document is reviewed by the management of the organization (of a structural subdivision).

56. Appeals, messages, requests, responses and proposals of individuals and legal entities shall be taken into account centrally and registered in the RCF on the day they are received by the organization separately from general documents in the manner established by the governmental body, carrying out statistical activities within its competence in the field of legal statistics and special accounts.

Footnote. Paragraph 56 - as amended by Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

57. During the preliminary review, the received documents shall be divided into those requiring mandatory review by the management of the organization and not requiring it. Documents that do not require mandatory review by management shall be sent directly to structural units or to responsible performers.

If it is necessary to immediately execute the received document, it shall be allowed for the performer to get familiarize with its content before the document is reviewed by the management (of a structural subdivision).

58. Preliminary review of documents shall be carried out based on an assessment of their content, authorship, complexity and novelty of the questions posed based on the distribution of responsibilities established by the organization.

59. Documents received from the Administration of the President of the Republic of Kazakhstan, the Parliament of the Republic of Kazakhstan, the Office of the Government of the Republic of Kazakhstan, central and local governmental bodies, a higher organization, appeals, messages, requests, responses and proposals of individuals and legal entities are subject to mandatory consideration by management.

Footnote. Paragraph 59 - as amended by Resolution of the Government of the Republic of Kazakhstan dated March 17, 2023 No. 236 (shall be enforced ten calendar days after the day of its first official publication).

60. The documents reviewed by the management of the organization (of a structural subdivision) shall be returned to the DSM Service, where the contents of the resolutions shall be entered into the RCF, and the documents shall be transferred to performers against the signed acknowledgement.

The document, the execution of which is assigned to the subordinate (s) the organizations (- s) or several structural divisions, shall be transferred to them simultaneously in copies with the corresponding mark in the RCF. The original shall be transferred to the performer, first specified in the resolution.

Telegrams received shall be accepted against signed acknowledgement with the date and time of acceptance, shall be , and then shall be transferred to management and execution.

The text of the received telephone message shall be recorded (printed) by the recipient, recorded and promptly transferred to the manager to whom it is addressed.

When receiving a telephone message, the following details shall be executed: text, sender, name of the person who signed the document, date, number, Name of the position, initial of name and surname. In addition, the positions and the names of the persons who transmitted and received the telegram, the hours and the minutes of acceptance and transfer shall be specified.

61. When solving issues without drawing up additional documents, the performer shall make notes on the RCF document and on the receipt dates (if there was a time interval between the receipt of the document and its delivery to the contractor), intermediate execution dates (request for information, telephone conversations and others), date and results of the final execution.

62. When an electronic document is received by the DSM Service, an authentication procedure of electronic digital signature shall be performed using the public key of electronic digital signature and means of cryptographic information security that implement the process of generating and verifying electronic digital signature (electronic digital signature tool) and passed the confirmation procedure matching in accordance with the procedure, established by the legislation of the Republic of Kazakhstan in technical regulation.

63. In case of discrepancies of electronic digital signature after conducting the verification procedure of electronic digital signature using the means of electronic digital signature (hereinafter referred to as a negative result of authentication of electronic digital signature), the electronic document shall be considered as not received, whereof the recipient of the electronic document shall send a notice-receipt, being an electronic document with a mark “not accepted”, signed by a the DSM employee, indicating the reason for non-acceptance of the document.

Upon receipt of confirmation of (establishment) authenticity of electronic digital signature using the means of electronic digital signature after the verification procedure of electronic digital signature (hereinafter referred to as positive authentication result, of electronic digital signature), the electronic document shall be subject to initial processing.

64. The initial processing of an electronic document shall include the verification of:

1) validity of registration certificates of electronic digital signature and public key of electronic digital signature, with the use of which the electronic document was certified;

- 2) all details of the electronic document;
- 3) powers of the status of all persons, whose electronic digital signature was used to certify the electronic document.

65. Registration of an electronic document by the DSM Service shall be made upon determining the electronic document sender and the integrity of the content by conducting a verification procedure of electronic digital signature and receiving a positive result of the verification of electronic digital signature of the official of a government agency (the organization) used to certify electronic documents issued by it within his powers

66. Registered documents after their registration in RCF and ERCC shall be submitted for consideration to the management of the organization or to the structural unit (official) for making a decision.

If it is necessary to execute immediately the received document, it shall be allowed for the performer to be familiarized with its content before the document is considered by the management (of a structural subdivision).

67. Upon receipt of an incoming document sent only on paper, the DMS service reproduces in electronic digital form (scans) the received document, and all its applications into one electronic dossier of the same format and certifies with the employee's electronic digital signature.

Footnote. Paragraph 67 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

68. Receipt and registration of an electronic document shall be confirmed in the EDFS by sending to the sender a notice-receipt - an electronic document containing data on the delivery and the following marks (hereinafter referred to as the notice-receipt):

- 1) data about the sender of the notice-receipt;
- 2) date, time of receipt of electronic document;
- 3) registration date and registration number assigned in the EDFS of the recipient of the electronic document;
- 4) electronic digital signature of the DSM of a government agency (the organization) recipient (after registering an electronic document);
- 5) information about the responsible performer of a government agency (recipient the organization).

The government agency (the organization) - recipient shall ensure the relevance and accuracy of data on the responsible performer of the electronic document.

69. An electronic document shall be considered undelivered to the recipient if the sender has not received the notice-receipt about acceptance of the electronic document.

70. If the notice-receipt is not received by the sender within one working day after the electronic document is sent, the sender shall notify the recipient of the absence of confirmation of receipt of the electronic document using other means of communication.

Upon receipt of a paper document that is already registered in the electronic document format and is being processed, the DSM Service will mark the receipt of document on the paper document. In the previously created electronic registration card of this document a mark on the availability of a paper document shall be made..

71. The documents reviewed by the management of the organization (structural unit) are returned to the DMS service, where the contents of the resolutions are entered into the RCF and ERCC, and the documents are transferred to the executors

The document, the execution of which is entrusted to subordinate organizations and (or) several structural divisions, shall be transferred to them simultaneously in copies with a corresponding mark in the RCF and ERCC. The original shall be handed over to the performer named first in the resolution unless otherwise provided in the resolution itself.

Transfer of electronic documents to executors shall be carried out utilizing EDMS.

Received telegrams are accepted against receipt with the date and time of receipt, are registered, and then transferred to management for consideration and execution.

The text of the received telephone message shall be recorded (printed) by the recipient, registered and promptly transmitted to the head to whom it is addressed.

When receiving a telephone message, the following details shall be drawn up: text, sender, name of the type of document, date, number, position, initials of the name and surname of the person who signed the document. In addition, the positions and names of the persons who transmitted and received the telephone message, hours and minutes of reception and transmission shall be indicated.

Footnote. Paragraph 71 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

72. When solving issues without drawing up additional documents, the performer shall make notes on the document and RCF and ERCC: on the date of receipt (if there was a time interval between the receipt of the document and its delivery to the performer); intermediate execution dates (request for information, telephone calls and others); date and results of final execution.

All marks on the document shall be placed on free of text spaces.

Paragraph 2. Procedure for processing of outgoing documents

73. The processing of outgoing documents shall be carried out by the DMS service.

All drafts of outgoing documents shall be necessarily coordinated by the DMS service, which checks the correctness of all the details, including the index according to the nomenclature of the dossier, and the presence and completeness of the applications indicated in the main document. Incorrectly executed documents shall be returned to the contractor.

Footnote. Paragraph 73 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

74. Signed documents shall be registered and shall be sent to the addressee (addressee) on the day of their signing (approval) or no later than next business day, telegrams and telephones - immediately.

The EDFS shall allow for automatic assignment of the registration number and document date when signing an electronic document with EDS.

75. The originals of the executed paper documents along with the release of the document shall be transferred to those structural subdivisions or subordinate the organizations that have been key performers and shall make the formation of the corresponding cases according to the nomenclature of cases.

76. Before sending an electronic document, the correctness of its registration shall be verified (availability of the mandatory details of the electronic document), including the verification procedure of electronic digital signature, verification of positive result of electronic digital signature and registration certificates.

Responsibility for compliance of the content of electronic document with the original paper document shall bear the government agency (the organization) - the sender.

77. If a document sent to another the organization must be returned, then on a text-free space, the upper right corner of the first sheet of the document on paper shall be stamped, or a note about return shall be made, the same note shall be made in RCF and ERCC.

Paragraph 3. Procedure for internal documents flow

78. Internal documents flow at the stages of their preparation and execution shall conform to the flow of outgoing documents, at the stage of execution - of incoming documents.

79. Transfer of internal documents between structural subdivisions shall be made by officials, responsible for documentation provision of management in the structural subdivisions. Documents shall be transferred with the relevant mark in RCF.

Documents created during the process of communications between executive bodies and their subordinate the organizations, as well as between executive bodies,

financed from local budget shall not be included into the composition of internal documents.

Paragraph 4. Procedure for registration of documents

80. Document that require accounting, execution and use in information-reference purpose shall be subject to registration.

81. Registration of documents shall be performed centrally by the DSM Service.

82. Documents flow in the organization from the time of their creation or receipt to completion of execution, sending, formation of a file and submission to the archives shall form the document flow.

83. The volume of the document flow shall be determined by the general number of incoming, outgoing and internal documents for a month, quarter, year.

A document without consideration of copies shall be accepted as a unit of calculation of the number of documents.

84. In organizations with a document flow volume of more than 2,000 documents per year, decentralized registration of documents shall be allowed, in which the documents submitted for consideration by the organization's management, organizational documents, appeals, messages, requests, responses and proposals of individuals and legal entities, correspondence signed by the management, the structural subdivisions shall register documents addressed to these structural subdivisions.

Footnote. Paragraph 84 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

85. Registration and acceptance of original paper documents, hard copies of an electronic document, received from EDFs participants, shall be made only if the corresponding electronic documents are available.

86. Documents shall be registered in the organization once: incoming - on the day of receipt, outgoing and internal - on the day of signing (approval).

Documents that are not completed by paperwork or require a long period of execution are not subject to re-registration.

When transferring a document for execution (familiarization) from one department to another, a new registration number shall not be assigned.

On the bottom side of the last sheet of the document or its reverse side, as well as in the RCF, the date (if necessary, the time) of the transfer shall be affixed.

Documents, including appeals, messages, requests, responses and proposals on the same issue, sent to different addressees and received for consideration by one organization during the calendar year, are recorded under the registration number of the first document, message circulation, request, response and sentences with the addition of a serial number, affixed through a slash (fraction) or dash.

A document shall be considered re-issued, including appeals, messages, requests, responses and proposals received from the same addressee (addressees) on the same issue at least twice.

Footnote. Paragraph 86 - as amended by Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

87. Registration of incoming or outgoing documents -responses shall be made in the RCF of the initiative documents.

Registration of outgoing documents (initiative and response) is carried out in a uniform RCF of outgoing documents.

88. The following RCF shall be used in the organization:

1) incoming documents registration card, outgoing documents registration card and internal documents registration card in the form according to annex 14 to these Rules;

2) Register of incoming documents, Register of outgoing documents and register of internal documents in the form according to annex 15 to these Rules.

89. The following composition of information about a document subject to mandatory registration:

1) name of the organization (an author or a correspondent);

2) name of the type of a document;

3) date and registration number (index) of the incoming document;

4) heading to the text (synopsis of a document);

5) resolution (performer, content of the instructions, author, date);

6) date of execution of the document;

7) signature of the performer about receipt of a document;

8) a mark about execution of a document and sending it to the files.

The composition of the required information depending on the character of the document and the tasks of using information, if necessary, shall be supplemented by other information (availability of applications, number of sheets, movement of the document within the organization, transfer of dates of execution of the document).

90. Information about documents, received during their registration shall enter to the information-searching system, which includes card-catalogues and classification directories.

91. RCF shall make up the following registry:

1) by correspondents;

2) by types of documents;

3) by authors of documents;

4) control;

5) codification;

6) on appeals, messages, requests, responses and proposals of individuals and legal entities;

7) others, depending on the tasks of information retrieval.

Footnote. Paragraph 91 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

92. EDFs participants shall use uniform reference information. The regulation and amendment of regulatory reference information concerning the organizational and administrative documentation shall be performed by the authorized body.

93. The fields of the database record of the automated information retrieval system must fully comply with the parameters of the subsequent rapid search for documents and control over the execution of documents.

Paragraph 5. Procedure for use of electronic digital signature

94. EDFs participants shall ensure authenticity and integrity of electronic documents by:

1) integration (interoperability) in the EDFs of the means of cryptographic information security, implementing the process of formation and verification of electronic digital signature (means of electronic digital signature), as well as passing the procedure of confirmation of compliance in accordance with the procedure, established legislation of the Republic of Kazakhstan in technical regulation;

2) observance of electronic documents access rights differentiation.

95. The EDFs participants should:

1) keep in secret the official information that comes to their knowledge in the process of work with the means of cryptographic protection of information;

2) keep in secret the content of privacy (secret) keys of the means of electronic digital signature (means of cryptographic protection of information);

3) ensure safety of the key medium of information and other documents about the keys of electronic digital signature, issued with these information media;

4) synchronize time on personal computers with the reference time;

5) not to operate programs (including viruses) on personal computers that disrupts the functioning of the means of electronic digital signature, in accordance with the requirements for the use of the means of cryptographic information security.

96. Execution of electronic documents in the EDFs of government agencies shall use only those privacy (secret) keys of electronic digital signature, which comply with the public keys of electronic digital signature, having actual registration certificates issued by the CC OF SB.

97. Procedure of the use of electronic digital signature in the EDFs shall be as follows:

1) formation of electronic digital signature to sign electronic documents shall be performed using:

one or several electronic digital signatures of officials of government agencies when certifying electronic documents issued by them within their authority;

one of electronic digital signature of an employee of the subdivision of documentation support;

2) formation of electronic digital signature of officials of a government agency certifying electronic documents issued by them within their authority:

an official of a government agency certifying electronic documents issued by him within his authority, shall certify (sign) the text of a document (attached file(s)) before its registration using the electronic digital signature, which ensure authenticity and integrity of the text of a document;

formation of an electronic digital signature of an official of a government agency when certifying electronic documents issued to them within their authority (the first of electronic digital signature) shall be carried out using means of cryptographic protection of information that implement the electronic digital signature formation and verification process digital signature), a key information means of cryptographic protection of information and a registration certificate obtained in the CC OF SB;

3) use of electronic digital signature by the DSM employee for sending electronic document between government agencies:

the electronic digital signature of an employee of the DSM Service shall certify (sign) the an electronic registration card (unique identifier, assigned from the EDFs, document date, author of the document and electronic document, certified by the electronic digital signature of an official of a government agency).

The formation of the electronic digital signature of the employee of the documentation support division shall be carried out using the means of cryptographic protection of information, implementing the processes of formation and verification of the electronic digital signature (means of electronic digital signature), the key medium and the registration certificate obtained in CC OF SB.

97-1. If, when organizing archival documents, the facts of determining a negative result of checking an electronic digital signature in electronic documents of a permanent and temporary (over 10 years) storage term are revealed, they are verified with paper originals. Based on the results of the reconciliation, electronic copies of the document that have paper originals shall be certified by an electronic digital signature of the head of the structural unit in charge of the issues of the preschool educational institution and (or) the departmental archive.

In the absence of paper originals, electronic documents of a permanent and temporary (over 10 years) period of storage are subject to transfer to a departmental archive with a corresponding mark.

Footnote. Chapter 3 is supplemented by paragraph 97-1 in accordance with the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

Paragraph 6. Provision of EDFS Information Security

98. Information security of hardware, software, and telecommunications support of the EDMS shall be regulated by the relevant regulatory legal acts of the Republic of Kazakhstan in the field of unified requirements for information and communication technologies and information security.

The functioning of the EDS, the unified transport environment of governmental bodies, the CC GB, the list of participants in the EDS, their duties, and responsibilities shall be determined and carried out with the fulfillment of information security requirements in accordance with contracts for joint work to ensure information security between the customer organization, governmental bodies and operating organizations (organizations-executors).

Footnote. Paragraph 98 - as amended by Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

99. The means of cryptographic protection of information, implementing the process of formation and verification of electronic digital signature, shall be used in strict accordance with their operational documentation and rules of use.

100. Documents, containing information that constitutes state secrets, shall not be subject to acceptance, processing, storage and transfer via the EDFS.

Paragraph 7. The procedure for control over the execution of documents

101. Control over the execution of documents shall include putting the document under control, regulating the progress of execution, removing the executed document from control, sending the executed document to the dossier, recording, summarizing and analyzing the progress and results of the execution of documents, informing management about the status of the execution of documents. Information on the execution of documents subject to control, and appeals, messages, requests, responses and proposals of individuals and legal entities are filled in in accordance with Annexes 16 and 17 to these Rules.

Document execution control shall include the following steps:

- 1) setting documents for control;
- 2) checking the timeliness of bringing documents to the executors;
- 3) preliminary check and regulation of the progress of execution;

- 4) removal of the document from control;
- 5) sending the executed document to the dossier;
- 6) accounting, generalization and analysis of the results of control over the execution of documents;
- 7) informing the management about the progress and results of the execution of documents.

Footnote. Paragraph 101 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

102. All registered documents requiring execution, including those of previous years, which for various reasons were not executed and transferred for the current year, shall be subject to control. In these cases, re-registration of documents shall not be carried out, and the RCF shall indicate the newly established terms.

102-1. The Government of the Republic of Kazakhstan shall monitor the timeliness and quality of the implementation of the orders of the President of the Republic of Kazakhstan, the Management of the Administration of the President of the Republic of Kazakhstan based on the results of regional trips, international and socially significant events given to the Government of the Republic of Kazakhstan, organizations.

Footnote. Paragraph 7 as added with the paragraph 102-1 in accordance with the resolution of the Government of the RK dated 30.11.2020 № 809.

103. The acts and instructions of the President of the Republic of Kazakhstan, Management of the Executive Office of the President of the Republic of Kazakhstan, subject to the established terms for execution, shall be put on the following types of control:

- 1) urgent - with notes: “most urgent” - within three working days, “urgent”, “accelerate” - up to ten working days;
- 2) short term - from ten working days to one month;
- 3) medium term - from one to six months;
- 4) long term - over six months.

The terms for the execution of instructions established in the acts and instructions of the President of the Republic of Kazakhstan, the Executive Office of the President of the Republic of Kazakhstan, shall be calculated in working days from the day of their receipt by the organization.

In cases where terms are not specified in instructions, they shall be executed within a month with the introduction of information to the President of the Republic of Kazakhstan, the Executive Office of the President of the Republic of Kazakhstan.

103-1. The following officials shall be the entities responsible for monitoring the execution of acts and orders of the President of the Republic of Kazakhstan and the Administration of the President of the Republic of Kazakhstan in organizations:

1) the first head of the organization, who exercises general guidance and control over timely and high-quality execution and observance of executive discipline of acts and orders of the President of the Republic of Kazakhstan, the Management of the Presidential Administration of the Republic of Kazakhstan;

2) Deputy First Heads of the organization, who shall ensure the quality execution of acts and orders of the President of the Republic of Kazakhstan, the Management of the Administration of the President of the Republic of Kazakhstan in the supervised areas of work.

These officials shall be personally responsible for timely and high-quality execution of acts and orders of the President of the Republic of Kazakhstan and the Management of the Administration of the President of the Republic of Kazakhstan.

Footnote. Paragraph 7 as added with the paragraph 103-1 in accordance with the resolution of the Government of the RK dated 30.11.2020 № 809.

103-2. Co-executing organizations of acts and orders of the President of the Republic of Kazakhstan, the Management of the Administration of the President of the Republic of Kazakhstan shall submit their proposals to the organization implementing the set when executing acts and orders set for:

1) urgent control, marked "very urgently" within one working day from the date of receipt of the order, "urgently," "accelerate" - no later than three working days, unless otherwise established by the corresponding order;

2) short-term control - not later than five working days before the due date, unless otherwise established by the relevant order;

3) medium-term control - not later than ten working days before the set execution period, unless otherwise established by the relevant order;

4) long-term control - not later than twenty working days before the due date, unless otherwise established by the relevant order.

Footnote. Paragraph 7 as added with the paragraph 103-2 in accordance with the resolution of the Government of the RK dated 30.11.2020 № 809.

103-3. If the points of acts and orders of the President of the Republic of Kazakhstan, the Management of the Administration of the President of the Republic of Kazakhstan cannot be fulfilled within the prescribed period, then the head of the organization, and if the powers of the Government are affected, after approval with the Prime Minister of the Republic of Kazakhstan (by the person acting on his duties) or by his deputy not later than the specified period, submit a letter to the Administration of the President of the Republic of Kazakhstan indicating the current state of execution, reasoned justification of the need to extend the period of execution or its transfer to medium- or long-term control. It shall specify the specific period of execution, the responsible political civil servants of the implementing organization, as well as the implementing organizations and officials of the organizations.

According to the instructions specified in paragraph 102-1 of these Rules, which may not be fulfilled within the established period, the head of the executing organization, no later than the established period, shall submit a letter to the leadership of the Government of the Republic of Kazakhstan or the Chief of Staff of the Government of the Republic of Kazakhstan indicating the current state of execution, reasoned substantiation of the need to extend the period of performance or transfer it to medium-term or long-term control. The Government of the Republic of Kazakhstan shall notify the Administration of the President of the Republic of Kazakhstan of the decision taken by letter no later than ten working days.

Footnote. Paragraph 7 as added with the paragraph 103-3 in accordance with the resolution of the Government of the RK dated 30.11.2020 № 809; as amended by Resolution of the Government of the Republic of Kazakhstan dated March 17, 2023 No . 236 (shall be enforced ten calendar days after the day of its first official publication).

103-4. Extension of dates of execution of paragraphs of acts and orders of the President of the Republic of Kazakhstan, the Management of Administration of the President of the Republic of Kazakhstan or their transfer to medium-term or long-term control, except for the orders specified in paragraph 102-1 of these Rules shall be allowed no more once according to the decision of the President of the Republic of Kazakhstan or the Head of Administration of the President of the Republic of Kazakhstan on the basis of the expert conclusion of structural subdivision of Administration of the President of the Republic of Kazakhstan.

Extension of terms of execution of orders specified in paragraph 102-1 of these Rules or their transfer to medium- or long-term control shall be allowed no more than once by decision of the Prime Minister of the Republic of Kazakhstan or his deputy.

Footnote. Paragraph 7 as added with the paragraph 103-4 in accordance with the resolution of the Government of the RK dated 30.11.2020 № 809.

103-5. The repeated extension of the term of execution of points of acts and orders of the President of the Republic of Kazakhstan, the Management of the Administration of the President of the Republic of Kazakhstan, with the exception of instructions specified in paragraph 102-1 of these Rules, shall be allowed in exceptional cases by decision of the President of the Republic of Kazakhstan or the Head of the Administration of the President of the Republic of Kazakhstan with consideration of the issue of disciplinary liability of responsible officials of organizations.

Repeated extension of the terms of execution of orders specified in paragraph 102-1 of these Rules shall be allowed in exceptional cases by decision of the Prime Minister of the Republic of Kazakhstan or his deputy with consideration of the issue of disciplinary liability of responsible officials of organizations.

Footnote. Paragraph 7 as added with the paragraph 103-5 in accordance with the resolution of the Government of the RK dated 30.11.2020 № 809.

103-6. The offer on repeated extension of acts and orders of the President of the Republic of Kazakhstan, the Management of Administration of the President of the Republic of Kazakhstan with a date of execution shall be introduced over three months in Administration of the President of the Republic of Kazakhstan by the organization executor, and in cases if powers of the Government of the Republic of Kazakhstan are mentioned, - after coordination with the Prime minister of the Republic of Kazakhstan (by the person executing his duties) or his deputy not later than fifteen working days upon the expiry of its term of execution.

The responsible structural subdivision of the Administration of the President of the Republic of Kazakhstan shall conduct an audit not later than ten working days from the moment of receipt of this proposal on the issue of clarification of the reasons for non-fulfillment of acts and orders of the President of the Republic of Kazakhstan, the Management of the Administration of the President of the Republic of Kazakhstan and prepare an expert conclusion based on its results.

The provisions of this paragraph shall not apply to the orders referred to in paragraph 102-1 of the Rules.

Footnote. Paragraph 7 as added with the paragraph 103-6 in accordance with the resolution of the Government of the RK dated 30.11.2020 № 809.

103-7. A proposal to re-extend the instructions specified in paragraph 102-1 of these Rules, with a deadline of more than three months, shall be submitted to the leadership of the Government of the Republic of Kazakhstan or the Head of the Administration of the Government of the Republic of Kazakhstan by the executing organization no later than fifteen working days before the expiration of the deadline.

The responsible structural subdivision of the Office of the Government of the Republic of Kazakhstan, no later than ten working days from the date of receipt of this proposal, shall conduct an audit to determine the reasons for the non-execution of the instruction and, based on its results, prepares an expert opinion.

Footnote. Paragraph 7 is supplemented by Paragraph 103-7 in accordance with the Resolution of the Government of the Republic of Kazakhstan dated November 30, 2020 No. 809; as amended by Resolution of the Government of the Republic of Kazakhstan dated March 17, 2023 No. 236 (shall be enforced ten calendar days after the day of its first official publication).

103-8. If a proposal is made to extend the period of execution of the points of acts and orders of the President of the Republic of Kazakhstan, the Management of the Administration of the President of the Republic of Kazakhstan more than twice, the issue of punishment of the first heads of organizations shall be considered.

Footnote. Paragraph 7 as added with the paragraph 103-8 in accordance with the resolution of the Government of the RK dated 30.11.2020 № 809.

103-9. The extension of the terms of execution of personal orders of the President of the Republic of Kazakhstan shall be carried out only by the President of the Republic of Kazakhstan.

Footnote. Paragraph 7 as added with the paragraph 103-9 in accordance with the resolution of the Government of the RK dated 30.11.2020 № 809.

104. Acts and instructions of the Government of the Republic of Kazakhstan, the Prime Minister of the Republic of Kazakhstan, his deputies or the Head of the Government Staff are subject to the following types of control:

1) urgent control - with notes: “most urgent” - within one working day upon receipt of the instructions, “urgent”, “accelerate” – no later than within three working days unless as otherwise specified by the corresponding instructions;

2) short-term control, no later than five working days before the established term for execution, unless as otherwise specified by the corresponding instructions;

3) medium-term control, no later than ten working days before the established term for execution, unless as otherwise specified by the corresponding instructions;

4) long-term control, no later than twenty working days before the established term for execution, unless as otherwise specified by the corresponding order.

The deadlines for the execution of instructions established in acts and instructions of the Government of the Republic of Kazakhstan, the Prime Minister of the Republic of Kazakhstan, his deputies or the Chief of Staff of the Government of the Republic of Kazakhstan shall be calculated in working days from the date of their receipt by the organization.

In cases where the instructions do not specify deadlines, they are executed within a month with the introduction of information to the Government of the Republic of Kazakhstan, the Prime Minister of the Republic of Kazakhstan, his deputies or the Chief of Staff of the Government of the Republic of Kazakhstan.

The control orders of the President of the Republic of Kazakhstan and the Head of the Administration of the President of the Republic of Kazakhstan with resolutions to them of the Prime Minister of the Republic of Kazakhstan, his deputies and the Chief of Staff of the Government of the Republic of Kazakhstan shall be executed by organizations no later than 20 days from the date of the order unless other terms are established in the orders. The co-executing entity shall send its information to the responsible implementing entity no later than five days before the deadline.

Footnote. Paragraph 104 as amended by the Resolution of the Government of the Republic of Kazakhstan dated March 17, 2023 No. 236 (shall be enforced ten calendar days after the day of its first official publication).

105. Deadlines for the execution of protocol instructions contained in the minutes of meetings of the Government of the Republic of Kazakhstan and meetings with the Head of State, the leadership of the Government of the Republic of Kazakhstan and the

Chief of Staff of the Government of the Republic of Kazakhstan shall be calculated from the date of the meeting (conference). If at the meeting (conference) a deadline for the execution of a specific instruction was named, then the relevant organizations, to which the instruction was given and whose representatives were present at the meeting (conference), proceed to execute the instructions immediately after the session (conference), without waiting for receipt of the minutes of the meeting (conference).

Footnote. Paragraph 105 - as amended by Resolution of the Government of the Republic of Kazakhstan dated March 17, 2023 No. 236 (shall be enforced ten calendar days after the day of its first official publication).

106. Control over the execution of documents on the merits of the issue shall be assigned to the heads of structural units or officials.

Control over the timing of the execution of documents, and the timing of consideration of appeals, messages, requests, responses and proposals of individuals and legal entities shall be carried out by the DMS service.

Footnote. Paragraph 106 - as amended by Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

107. RCF shall be used during the organization of control over execution. The control card-catalogue shall be systematized by the terms for execution of documents, performers, groups of documents.

108. The document shall be removed from control by the manager who put it under control, or on his behalf - by the DSM Service.

109. When the DSM and structural divisions change their heads, documents and cases, as well as RCFs to them shall be transferred to the newly appointed manager or responsible official on the transfer and acceptance act.

Paragraph 8. Procedure of accounting and storage of seals, stamps and blanks

110. Accounting, use, storage and destruction of printed blank products, seals, stamps to be protected, and means of protection of documents shall be carried out by officials appointed by the orders (instructions) of heads of the organizations.

111. A state the organization shall have one seal with the image of the State Emblem of the Republic of Kazakhstan.

When necessary, structural subdivisions of governmental the organization shall have seals (stamps) with the image of the State Emblem of the Republic of Kazakhstan and the same text content, the text part shall be added with a sequential number of a symbol (symbols).

112. Records of printed products subject to protection, including those with the image of the State Emblem of the Republic of Kazakhstan, shall be carried out in the appropriate registration accounting forms: journals, cards and automated information

systems, the register for accounting and issuance of printed blank products, subject to protection in the form according to annex 18 to these Rules.

The register for accounting and issuance of printed blank products to be protected, shall be uploaded for each type of printed blank products to be protected. Blanks of chips with the image of the State Emblem of the Republic of Kazakhstan shall not be subject to special records.

113. The issuance of blanks to be protected shall be made against receipt in the appropriate registration accounting forms provided by departmental instructions of the organizations.

114. When making copies of documents drawn up on the blanks with the image of the State Emblem of the Republic of Kazakhstan, and intended for distribution, the number of the copy and the organization's stamp shall be written down.

115. Reproduction and copying by means of quick printing of blanks to be protected shall not be allowed.

116. Accounting of seals, stamps to be protected, and special ink with chemical additives that have individual properties to protect against counterfeiting, as well as their issuance shall be kept in the register for accounting issuance of seals, stamps with the image of the State Emblem of the Republic of Kazakhstan and special stamp ink in the form according to annex 19 to these Rules.

117. Accounting of fountain pen with special ink with chemical additives that have individual properties in order to protect against forgery of officials, and their issuance shall be kept in the register of accounting and issuance of fountain pens with special ink, in the form according to annex 20 to these Rules.

118. Headings of registration accounting forms shall be included in the nomenclature of the organization's affairs. Registers' sheets shall be numbered, tied up and sealed.

119. The transfer to another official of unused printed blank products, seals, stamps to be protected, as well as means of protection of documents and registration record - keeping forms thereto shall be drawn up by the act of acceptance and transfer of printed blank products, seals, stamps subject to protection, document protection means and registration accounting forms for them in the form according to annex 21 to these Rules.

120. Blanks, seals, stamps to be protected, and document security tools shall be stored in sealed vaults or metal cabinets

121. Destruction of the mutilated printed blank products to be protected shall be with drawing up of an act on assignment to destruction of the mutilated copies of printed blank products to be protected in the form according to annex 22 to these Rules , and making the corresponding marks in the registers of accounting and issuance of the printed blank products to be protected.

122. The destruction of seals and stamps to be protected shall be drawn up of an act of assignment for the destruction of stamps and stamps to be protected, in the form according to annex 23 to these Rules, and making the corresponding marks in the registers of accounting and issuance of the seals, stamps with the image of the State Emblem of the Republic of Kazakhstan and special stamp ink.

123. The destruction of means of document protection (including the containers from special inks and stamp inks, mutilated stamp pads, filled with special stamp inks, fountain pens, filled with special inks) shall be performed with drawing up an act about assignment for destruction of the means of document protection, in the form according to annex 24 to these Rules, and making marks in the corresponding registers of accounting and issuance.

124. During the reorganization or liquidation of the organization, the decision to deregister a branch (representative office), the destruction of unused printed-blank products, seals, stamps to be protected, as well as means of document protection shall be made with drawing up of acts, in accordance with the forms according to annexes 23, 24, 25 to these Rules, approved by the head of the organization or the chair of liquidation commission, and making marks in the corresponding registers of accounting and issuance.

Destruction or further keeping of registers and other registration record forms shall be made in accordance with legislation of the Republic of Kazakhstan upon agreement with the authorized body or local executive body of the region, the cities of republican significance and the capital.

125. Checking the availability of copies of printed products, seals, stamps to be protected, and means of protection of documents shall be made at least once a year by a commission created by order (instruction) of the head of the organization. Marks about the results of inspections shall be made in the registers of accounting and issuance according to annexes 20, 21, 22 to these Rules.

126. In case of loss of a seal (stamp) with the image of the State Emblem of the Republic of Kazakhstan, all necessary measures on searching shall be taken, in case of a negative result of the search, a free-form act on the loss shall be drawn up, approved by the head of the organization.

Paragraph 9. Procedure of drawing up of file registers, formation and keeping files

127. The file register shall be intended for grouping of executed documents to files, systematization and accounting of files, determination of the terms of their storage and shall be the basis for drawing up of inventories of permanent and temporary (over 10 years) storage, as well as the accounting of the files of temporary (up to and including 10 years) storage.

128. The file register shall include all documents created in the organization and submitted to the organization. Electronic documents and databases shall be included into the file register according to the standard procedure.

129. A form of the document - electronic, indicating the information medium or paper, shall be recorded in the file register.

130. Drawing up a file register shall be based on constituent instruments, regulations on structural subdivisions, job descriptions of employees, standard, branch (departmental) lists of documents indicating the storage time, standard (model) file registers, structure (staffing chart), plans and reports on job, types, composition and the content of documents, generated in the activities of the organization shall be studied.

131. The nomenclature of dossiers in the form, in accordance with Annex 26 to these Rules, shall be compiled no later than December 10 of the calendar year preceding the next calendar year, by the DMS service based on the nomenclature of dossiers of structural divisions submitted by the relevant divisions.

Footnote. Paragraph 131 - as amended by Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

132. A newly created subdivision within the period of one month shall develop a file register of a subdivision and shall submit it to the DSM Service.

133. The nomenclature of the organization's dossiers shall be signed by the head of the DMS service, agreed with the expert commission of the organization (hereinafter referred to as EC), the expert verification commission of the governmental archive (local executive body) (hereinafter referred to as EVC), to which the documents are transferred for permanent storage, then approved (no later than the end of the current year) by the head of the organization and is entered in the EDMS and EA IS. The nomenclature of dossiers shall be agreed with the governmental archival institution at least once every 5 years, if there were no conceptual changes in the regulatory legal acts, functions and structure of the organization.

Organizations that are not sources of replenishment of the National Archival Fund may submit the nomenclature of dossiers for approval by the EVC of the authorized body, local executive bodies of regions, cities of republican significance and the capital or the EC of the archive on an equal basis with source organizations.

Footnote. Paragraph 133 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

134. The file register shall be printed in the required number of copies. One copy of the approved file register shall be stored in the state archive, with which it was coordinated.

135. The nomenclature of dossiers at the end of each year is specified, agreed upon by the organization's EC, approved by the head of the organization and put into effect from January 1 of the next year.

Footnote. Paragraph 135 - as amended by Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

136. Names of the sections of the file register shall be the names of structural subdivisions, which shall be arranged in accordance with the approved structure of the organization (staffing chart). The first section of the file register shall include the headings of the files containing administrative documentation and documents of advisory bodies headed by the management.

137. Documents of branches (representative offices) shall be entered as sections in the nomenclature of dossiers of the organization.

An independent section of the nomenclature of dossiers is the name of public associations. This section is located after all sections of the nomenclature of the dossiers of the organization.

Footnote. Paragraph 137 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

138. For an organization that does not have a structure, the nomenclature of cases shall be based on the production-sectoral or functional scheme. The names of the sections shall correspond to the activities of the organization.

139. For subordinate the organizations with a similar composition of documents, the DSM Service of a superior body (superior the organization) standard (model) file registers shall be developed. Such registers must be agreed with an authorized body or local executive bodies of regions, cities of republican significance and the capital.

140. Storage terms of an electronic registration control card shall conform to the storage terms of electronic documents. Electronic registration control cards shall be stored together with electronic documents, corresponding registration certificates of electronic digital signatures, notice-receipts on delivery of these electronic documents.

141. The terms of storage of electronic documents and the obligation to issue paper originals of documents shall be established by the list of standard documents generated in the activities of governmental and non-governmental organizations, indicating the terms of storage, approved by the authorized body.

Electronic documents, including attached files, are stored in the EDMS in the format in which they were generated, sent or received, with simultaneous storage of the generated electronic digital signatures under the corresponding electronic documents.

Footnote. Paragraph 141 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

142. When ordering electronic copies of documents in EA IS, they must be formed identically to paper originals.

Footnote. Paragraph 142 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

143. Storage of electronic documents shall be followed by the storage of corresponding electronic databases, used public keys of electronic digital signatures (registration certificates of electronic digital signatures) and software, implementing the processes of formation and verification of electronic digital signatures of electronic documents.

144. For the public keys of electronic digital signatures in the government agencies and CC OF SB, documents, executed in the established order, certifying the appurtenance of these keys to a certain EDFS participant shall be stored.

For every public key, information about the beginning and the end of its validity period shall be stored. At the same time, access to the arrays of public keys being at the operative (departmental) archival storage, shall be restricted.

Safety, proper use of information media with private (secret) keys of electronic digital signature (hereinafter referred to as the key medium), as well as the use of private (secret) keys of electronic digital signatures and their protection from unauthorized access shall lie with the holders of the registration certificates.

145. When storing electronic documents, the binding (synchronization) of electronic documents and corresponding public keys of electronic digital signatures shall be provided.

146. The EDFS participants shall ensure protection from unauthorized access, inadvertent deletion and (or) tampering of registration details, contained in the databases, as well as shall ensure the creation of reserve copies of electronic documents

Information security (of electronic information resources) in the information systems, including in archives of electronic documents, means of cryptographical information security, implementing the process of formation and verification of electronic digital signature (means of electronic digital signature, cryptographical keys), shall be made jointly with the organization, operating the EDFS, EDFS participants in accordance with the procedure, established by the regulatory legal acts of the authorized body in the field of information security.

147. Government agencies shall ensure the delivery of electronic documents in the volume not exceeding 95 Mb, amount of attachments of which shall not exceed 80 files

Paragraph 10. Procedures of execution of a file register

148. The file register shall include headings of files, reflecting all documented sections of works of the organization, including personnel files, inventories, RCF, control-reference, thematic card files, as well as databases.

Printed media shall not be included into the file register.

149. Indexes of every file, included into the file register shall be written down in column 1 of the file register. The index of a file shall consist of digital symbol of a structural subdivision and subsequent number of the heading of the file according to the file register within the structural subdivision. Elements of the index shall be separated from each other with a hyphen.

It is recommended to maintain the order of placing the similar files within different structural subdivisions in the file register, for transferred files, the index shall remain unchanged.

150. Headings of files (volumes, parts) shall be included into column 2 of the file register.

Requirements to the heading:

1) a file heading shall clearly reflect in generalized form, the main content and composition of the file documents;

2) It shall not be allowed to use in the file heading non-specific formulations (“different materials”, “general correspondence”, “outgoing correspondence” “incoming documents”), as well as introductory words and complex constructions;

3) file heading shall consist of elements arranged in the following sequence:

name of the type of a file (correspondence, register) or kind of documents (minutes, orders);

name of the organization or of a structural subdivision (author of the document), name of the organization, to which or by which the documents will be addressed or received (an addressee or a correspondent of the document);

synopsis of the file documents;

name of the locality (territory), which is connected with the content of the file documents;

date (period), to which the file documents belong;

4) in the headings of files, containing documents on one issue, but not connected with the sequence of execution, the term “documents” shall be used as a file type.

The term "documents" shall also apply to the headings of files containing documents - annexes to some document, and shall be executed as follows: "Minutes of

session(s) of the Board of Directors of the company and documents to them" or "Documents to the minutes of the session(s) of the Board of Directors of the company";

5) the headings of files containing correspondence shall specify with whom and on which issue it is maintained (in case of correspondence with the similar correspondents, their common specific name shall be indicated);

6) in the file heading containing correspondence with more than three different-type correspondents, their names shall not be enlisted;

7) when indicating of administrative-territorial units in headings of files, the following shall be taken into account:

if the content of the file concerns several similar administrative-territorial units, the file heading shall not indicate their certain names, but indicates their common specific name;

if the content of the file concerns a single administrative-territorial unit (settlement), its (his) name shall be indicated in the file heading;

8) The headings of files, containing planning or reporting documentation shall specify the period (quarter, year) to (for) which the plans (reports) are drafted;

9) headings of judicial, investigative, personal, personal, arbitration files, as well as files containing documents related to the sequence of office work on one issue, shall begin with the word "File"

10) if the file consists of several volumes or parts, then a general heading of the file shall be made, and then the headings of each volume or part shall be compiled, specifying the contents of the file heading.

151. Headings of files inside the sections of file register shall be arranged in accordance with the importance of documents, constituting the files, and their interrelation.

At first, headings of files containing regulatory legal documentation shall be placed. At the same time, the headings of files, containing decrees and orders of the superior the organizations shall be placed before the headings of files with the orders of the organizations. Next, the headings of files containing the remaining legal acts, as well as planning and reporting documents shall be placed.

Drafts of administrative documents, documents on their preparation, amendments to plans, evidence to orders shall be placed in the file register following the corresponding main documents.

The headings of files, prepared according to geographical and correspondence identifiers, shall be included into the file register in alphabetic order of geographical names and correspondents.

Headings of cases shall be defined more precisely in the process of formation and registration of files. If new documented areas of work arise in the course of time, unprovided files, they shall be additionally entered into the file register.

152. column 3 shall be filled in after the end of a calendar year.

153. column 4 shall specify storage terms of a file with a reference to the numbers of items (articles) of standard or departmental (branch) list of documents indicating the terms of their storage, in case of their absence to standard (model) file register.

154. In column 5 the DSM Service shall specify the names of the list of documents, of the standard (model) file register, used in determining the storage terms of files, and the marks about transferred files, especially valuable documents and files, transfer of files to other structural subdivision or the organization for their continuation, to archives of the organization, availability of electronic copies of documents, type and place of storing their media shall be made.

155. At the end of the year, a reconciliation (clarification) of the headings of the nomenclature of dossiers with the actual composition of the documents of the dossier and their content shall be carried out. At the end of the nomenclature of dossiers, a final entry shall be made on the number of filed dossiers of volumes or parts.

The final entry on the number of filed dossiers of volumes or parts is entered in the EA IS, if any.

Footnote. Paragraph 155 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

Paragraph 11. Procedure of formation of files

156. Executed documents shall be formed by the performer to files in accordance with the file register. Formation of files beyond the file register shall not be allowed.

157. The DSM Service shall perform the control over formation of files.

158. When forming dossiers, the following requirements shall be observed:

1) only executed, correctly completed documents shall be placed in the file, corresponding in their content to the heading of the dossier according to the nomenclature of dossiers;

2) all documents relating to the resolution of one issue shall be placed together in the file.

Annexes to documents, regardless of the date of their approval or compilation, shall be attached to the documents to which they refer.

Applications with a volume of more than 180 sheets shall constitute a separate volume, which shall be noted in the document;

3) versions of the document in Kazakh, Russian and other languages shall be jointly grouped;

4) documents of one calendar year shall be grouped into dossiers, except for passing dossiers, court dossiers, personal files that are formed during the entire period of work of this person in the organization, documents of elected bodies and their

permanent commissions, deputy groups that are grouped during the period of their convocation, documents of educational institutions that are formed during the academic year, documents of theatres characterizing the stage activities for the theatrical season, dossier histories;

5) documents of permanent and temporary storage terms, as well as final, milestone and interim reports of research documentation, prototypes, prototype series, and installation series for the established serial production of design and technological documentation, various design stages and individual parts of the design documentation shall be grouped separately into dossiers. - estimate documentation, inventions, utility models, industrial designs, and applications for the issuance of a title of protection for each type of patent and license documentation;

6) telegrams, photocopies of fax messages, and telephone messages shall be placed in cases on a general basis in accordance with the nomenclature of dossiers;

7) documents subject to return, drafts and extra copies shall not be placed in the file ;

8) in terms of volume, the file of the permanent storage term should not exceed 180 sheets;

9) if there are several volumes (parts) in the dossier, the number (index) and title of the dossier shall be put on each volume with the addition of the numbering of volumes (parts), in the last volume (part) the word "last" shall be added.

Electronic dossiers shall not be divided into volumes (parts). All electronic documents, regardless of their volume, shall be included in one electronic dossier.

Footnote. Paragraph 158 - as amended by Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

159. Documents inside the file shall be arranged from top to bottom in accordance with the sequence of resolving an issue (chronological order of issues resolved) or in the beginning of the file an initiative document shall be placed, then documents, illustrating the course of resolving the issue.

160. All documents of reporting and informational nature on execution of acts and instructions of the superior the organizations in which the organization was the main performer, shall be formed in separate files by corporate business lines. In other cases, these documents shall be filed into a file of correspondence for the current year.

161. Administrative documents shall be grouped into files by types and chronology with annexes attached thereto. Instructions, rules, regulations, charters, approved by administrative documents shall be the annexes thereto and shall be grouped together with the indicated documents. If they are approved as an individual document, they shall be grouped into separate files.

162. Orders (instructions) on primary activities, orders (instructions) on staff, administrative-business activities shall be formed into separate files.

163. Minutes in a file shall be arranged in chronological order by numbers together with documents thereto.

164. The correspondence shall be grouped for a record keeping year and shall be systematized in chronological order, therewith a document -response shall be placed after the document -request. When continuing the correspondence on a certain issue, started in the previous year, documents shall be included into the file of the current year indicating the index of the file of the previous year.

165. Documents in personnel files shall be placed in chronological order in accordance with their receipt.

166. Personal accounts for wages shall be formed in separate files and shall be arranged in them in alphabetical order of the names of employees.

167. labour agreements shall be formed in the structure of personnel files or separately in the alphabetic order of surnames of employees.

168. Lists of individuals and documents, confirming the transfer of mandatory pension contributions, mandatory professional pension contributions to the Unified Accumulation Pension Fund, shall be formed into one file.

Lists of individuals and documents, confirming the transfer of social contributions shall be formed into one file.

Lists of individuals and documents, confirming the transfer of contributions on mandatory social health insurance shall be formed into one file.

169. Plans, reports, estimates, limits and staffing tables shall be formed into the appropriate files of the year for which or over which they are made, regardless of the date of their preparation, approval or receipt.

170. Appeals, messages, requests, responses and proposals of individuals and legal entities are formed into dossiers on issues, areas of activity of the organization or administrative-territorial units. With insignificant volumes of appeals, messages, requests, responses and proposals, it is allowed to form dossiers by the names of the authors of appeals, messages, requests, responses and proposals in alphabetical order.

Footnote. Paragraph 170 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

171. Electronic documents and databases shall be formed into electronic dossiers in accordance with the nomenclature of the organization's files, separately from paper documents, in the information system in which they were created. Electronic databases shall be formed into separate dossiers, the name of the dossiers shall correspond to the name of the database.

Footnote. Paragraph 171 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

Paragraph 12. Procedure of execution of files

172. The files of the organization shall be subject to execution at their origination and upon completion for preparation of the file for storage. The execution of a file shall include a set of works on the description of the file on the cover, stitching, numbering sheets and drawing up a certification endorsement. Execution of files shall be carried out by the responsible person for the record-keeping of a structural subdivision, with methodological assistance and under the supervision of the DSM Service.

173. Depending on the storage term, complete or partial execution of files shall be carried out. Full registration shall be subject to permanent, temporary (over 10 years) storage and on the staff. Complete execution of the file shall involve the registration details of the cover of the file, the numbering of sheets in the file, drawing up a authentication sheet of the file, in the form according to annex 27 to these Rules, drawing up internal inventory of file documents, in the form according to annex 28 to these Rules, tying up or binding of the file, making the necessary clarifications in the details of the cover of the file.

174. On the file cover of permanent, temporary (over 10 years) storage and on the staff, the following details shall be specified:

- 1) name of the organization, name of a structural subdivision;
- 2) name of locality, where the organization is located, number (index) of the file;
- 3) file heading, date of the file (volume, part), number of sheets in the file, storage term of the file;
- 4) archive file number.

175. Details written on the cover of the file of permanent, temporary (over 10 years) storage shall be executed as follows:

1) name of the organization in accordance with constituent instruments shall be specified fully in the subjective case, indicating officially adopted abbreviated name, which shall be specified in brackets after the full name;

2) name of a structural subdivision shall be written in accordance with the approved structure, number of the file - a digital symbol (index) of the file under the file register of the organization shall be written down;

3) file heading shall be transferred from the file register, date of the file - year(s) of starting and completion of the file in the record keeping shall be specified. The date of files, containing the administrative documentation, as well as consisting of several volumes (parts) shall be the outside dates of the file documents, correspondingly, the

date (day, month, year) of registration (drawing up) of the earliest and the latest documents, included into the file. The date of the annex to the file, formed into a separate volume shall be the date of registration of the primary document, the annex to which is placed into this volume. Therewith the day and year shall be indicated in Arabic numerals, the name of the month is written in words.

176. In order to ensure the safety and consolidation of the order of the documents included in the file, all its sheets, including resolutions drawn up on a separate sheet (chips), except for the authentication sheet and the internal inventory, shall be numbered. Sheets shall be numbered in black, soft, graphite pencil, the numbers shall be put in the top right corner of the sheet.

177. Procedure of numeration of the file sheets:

1) a sheet of more than A4 format, tied up at one edge, shall be numbered as one sheet in the top right corner;

2) documents with their own numbering of sheets, including printed publications, can be numbered in the general order or keep their own numbering if it corresponds to the order of sheets in the file;

3) sheets of files, consisting of several volumes or parts shall be numbered by every volume or part separately;

4) photographs, drawings, diagrams and other illustrative and specific documents representing a separate sheet in the file shall be numbered on the reverse side in the top left corner;

5) envelopes with attachments tied up into the file shall be numbered - first the envelope, and then each attachment in the envelope with the subsequent number;

6) annexes to the file, received in binder shall be executed as an individual volume and shall be numbered separately;

7) in cases of detecting a large number of errors in the numbering of the file sheets, they shall be renumbered (in case of repeated numeration of sheets, the old numbers shall be crossed then a new number of sheet shall be put next to it, in the end of the file a new authentication sheet shall be drawn up, therewith the old authentication sheet shall be crossed, but remains in the file);

8) if there are any separate errors in the sheets numbering, using letter numbers of sheets shall be allowed.

178. After the numbering of the sheets is completed, a certification inscription shall be drawn up, which is signed by its compiler indicating the decoding of the signature, position and date of compilation.

If the storage unit consists of text and graphic documents, then the number of sheets with text and graphic documentation shall be indicated separately in the certification inscription.

All subsequent changes in the composition and status of the dossier (damage, seizure of documents) are noted in the certification sheet concerning the relevant act.

The number of sheets in the dossier shall be indicated on the cover of the dossier in accordance with the final inscription.

Footnote. Paragraph 178 - as amended by Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

179. The detail "Storage terms of the file" shall be transferred to the cover of the file from the corresponding file register after verification thereof with the storage term specified in the lists of documents indicating the storage terms.

180. "Keep on file" shall be written on the files of permanent storage.

181. The archive code of the file (consists of the fund number, the inventory number and the file number according to the inventory) on the covers of permanent storage files shall be entered in the archive only after these files are included in the sections of the summary inventories approved by EVC (before that it is written in pencil).

182. Upon completion, the inscriptions on the covers of files of permanent and temporary (over 10 years) storage shall be clarified - if the heading of files on the cover does not match the content of the attached documents, the heading of the case shall be amended and supplemented.

183. To account for documents of certain categories of permanent and temporary periods (over 10 years) of storage, the accounting of which is caused by the specifics of this documentation (especially valuable documents, personal files, orders, protocols, and others), an internal inventory of documents shall be compiled.

An internal inventory of dossier documents is also compiled for dossiers of permanent and temporary (over 10 years) storage if they are formed according to the types of documents, the headings of which do not reveal the specific content of the documents.

In the internal inventory of a storage unit, consisting of drawings or several text and graphic documents, all documents shall be listed with their serial numbers, designations (indexes, cyphers), name, number and sheet format. If the drawing consists of several sheets, then its name and number of sheets shall be indicated. If the storage unit consists of text and graphic documents, then the title of each text document shall be given, and then the drawings are described.

Footnote. Paragraph 183 - as amended by Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

184. Documents constituting the file shall be tied up at least for four punctures into the hard cover of cardboard or interlacing subject to possible unhindered reading of the

text of all documents. The first and the last punctures shall be made at the distance of one centimeter from the top(bottom) margin of the sheet. When preparing the files for stitching (binding), metal fixtures (pins, paper fasteners etc.) shall be removed from the documents.

185. The files of temporary (up to and including 10 years) storage term shall be allowed to store in self-binders, not to perform re-systematization of documents in the file, not to number the sheets, not to put the certification endorsements.

186. When operating the EDFS in an organization, the execution of documents on paper shall be carried out when checking with automatically formed file inventories in the EDFS.

186-1. Electronic documents with expired storage terms are subject to allocation for destruction on a general basis, after which they are physically destroyed or destroyed by software and hardware with a corresponding note in the act of allocation for the destruction of electronic documents.

Electronic documents shall be considered destroyed if they may not be restored using the information system on storage media and from backup copies.

Footnote. Paragraph 12 is supplemented with paragraph 186-1 in accordance with the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

Paragraph 13. Procedure of operative storage of documents

187. After completion in the record keeping, the documents before transferring to the archive or the organization within one year shall be kept on files at the place of their formation.

188. After completion in the record keeping, the documents on hard copies before transferring to the archive or the organization within one year shall be kept on files at the place of their formation, electronic documents shall be kept in the EDFS.

189. The DSM Service, heads of the organization departments shall ensure the safety of documents and files. the files shall be stored in cabinets and vaults in workstations or specially designated rooms.

190. The files shall be arranged in accordance with the approved file register of the organization, their indexes shall be specified on their backbones.

191. The issuance of dossiers for temporary use to organizations shall be carried out based on a written request and only with the permission of the head of the organization. The issuance of dossiers to other divisions of the organization shall be carried out with the permission of the head of the structural division, and within the structural division - against receipt.

A substitute dossier card shall be issued for the issued dossier. It shall indicate the structural unit, index of the dossier, the date of its issue, to whom the dossier was issued, and the date of its return, columns shall be provided for receipts for receipt and acceptance of the dossier.

Electronic documents that are online stored in EDMS databases shall be issued for use in the form of a paper copy of an electronic document, an electronic copy of a document on an electronic medium, or sent to the email address of the employee requesting the document. Electronic dossiers (documents) are non-refundable.

Footnote. Paragraph 191 - as amended by the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

192. Withdrawal of documents from the files shall be made in accordance with the legislation of the Republic of Kazakhstan, therewith the file shall be inserted the copies of the withdrawn documents and the act (protocol) of withdrawal of originals.

193. In the event of loss of documents and files, a formal investigation shall be carried out, on results of which the issue on responsibility of a person guilty in their loss.

Paragraph 14. Procedure of transfer of files to the archive of the organization

194. The transfer of files in structural subdivisions to the archive of the organization shall be carried out on the enquired files, compiled according to the results of the examination of the values of documents and files completed in the record-keeping. Documents of temporary (up to and including 10 years) storage shall be transferred to the archive of the organization under the file register.

195. The files inventories shall be drawn up separately for the files of permanent, temporary (over 10 years) storage and on the staff in the form according to annex 29 to these Rules.

196. Graphs of the inventory of files shall be filled in exactly in accordance with the information put on the covers of the files. When entering in the inventory of files in succession, files with similar headings, the heading of the first file shall be written completely, all other similar files shall be denoted by the word "the same", while other information about them shall be entered in the inventory completely. On a new sheet of inventory, the heading of similar files shall be reproduced completely.

197. Every file (volume, part of a file) shall be entered into the inventory under individual serial number.

198. The column of the inventory "Note" shall be used for marking about the features of the physical state of the file, transfer of the file to other structural subdivision (other organization).

199. The inventory of files shall be drawn up in two copies, one of which shall be transferred together with files to the archive of the organization; the second one shall remain as the control in the structural subdivision.

200. The correctness of formation and preparation of files for the transfer to the archive of the organization shall be verified by the DSM Service. Existing violations shall be eliminated by the structural subdivision of the organization.

201. Acceptance of every file shall be performed by the employee, responsible for the archive of the organization, in the presence of the employee of a structural subdivision. At the same time on both copies of the inventory against every file included therein, a mark about availability of the file shall be made. In the end of each copy of the inventory, numbers of factually accepted files, date of acceptance and transfer of files and the signatures of the employee, responsible for the archive and the person, transferred the file shall be specified in figures and words.

202. Together with the cases, the registration card catalogues for documents and (or) software, databases containing information on registration and execution of documents to be transferred shall be transferred to the archive of the organization. The heading of each card catalogue or database shall be included in the inventory.

203. In case of liquidation of a structural subdivision, a branch (representative office), a person, responsible for maintaining the record-keeping of that structural subdivision, branch (representative office), within the period of liquidation activities shall form all existing documents into files, shall execute files and shall transfer them to the archive of the organization notwithstanding the storage terms.

204. In the event of liquidation of the organization within the period of liquidation activities, the documents on the staff shall be executed and transferred to the corresponding state archive.

The transfer of file shall be carried out under the inventories of the files and the file register.

205. The transfer of documents in electronic format as part of electronic dossiers to the organization's archive shall be carried out by employees of the structural units responsible for record-keeping and is provided using the EDMS and EA IS channels, if any.

Footnote. Paragraph 14 is supplemented with paragraph 205 in accordance with the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

206. When preparing electronic documents selected for transfer to the archive of the organization, the following basic procedures for working with documents if available performed:

converting text electronic documents to the PDF/A-1 archival storage format, if the electronic document was created or included in the system in a different format;

formation in the information system of the organization of electronic dossiers, including metadata of an electronic document, files of electronic signatures and a visualized copy of a text electronic document in PDF/A format;

formation of inventories of electronic dossiers, and documents of a structural unit;

migration of electronic documents to physically separate physical media, if the documents are transferred to the archive of the organization, not through information and communication channels;

checking the reproducibility of electronic documents;

checking electronic documents for the presence of malicious computer programs;

confirmation of the integrity of the electronic dossier by the electronic signature of the head of the structural unit (another authorized person) preparing electronic documents for transfer to the archive of the organization.

Footnote. Paragraph 14 is supplemented with paragraph 206 in accordance with the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

207. Documents in electronic format shall be transferred to the archive of the organization along with their metadata.

The transfer of electronic dossiers of permanent storage shall be carried out according to the inventories of electronic dossiers of permanent storage of structural divisions of the organization, and temporary (over 10 years) storage - according to the inventories of electronic dossiers of temporary (over 10 years) storage, drawn up in the form, in accordance with Annex 30 to these Rules, in accordance with a schedule for receiving electronic dossiers in the archive of the organization.

If necessary, a paper copy of the inventory of electronic dossiers may be created.

The inventory of electronic dossiers of the structural subdivision of the organization shall be approved by affixing an electronic digital signature using a personal key owned by the organization or the head of the structural subdivision of the organization.

The schedule for the receipt of electronic dossiers in the archive of the organization shall be drawn up by the head of the archive of the organization (the person responsible for the archive of the organization) in the form, in accordance with Annex 31 to these Rules, and shall be approved by the head of the organization.

Footnote. Paragraph 14 is supplemented with paragraph 207 in accordance with the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

208. The electronic dossier shall include metadata for each electronic document.

When preparing an electronic dossier for transfer to the archive of the organization, an employee of the structural unit using the EDMS draws up an internal inventory of the electronic documents of the electronic dossier (hereinafter referred to as the Internal inventory) in the form in accordance with Annex 32 to these Rules, as well as the act of acceptance and transmission of electronic documents and files of the organization's DMS service in the form in accordance with Annex 33 to these Rules.

The internal inventory shall be included in the electronic dossier as an independent electronic document signed with an electronic digital signature using a personal key, the owner of which is the organization or the employee of the structural unit of the organization who compiled the internal inventory.

Footnote. Paragraph 14 is supplemented with paragraph 208 in accordance with the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

209. Electronic dossiers in preparation for transfer to the archive of the organization shall be formed in such a way that the metadata of each electronic document (except for the first one) contains the control characteristics of the previous electronic document and its metadata (unidirectional linked list).

Footnote. Paragraph 14 is supplemented with paragraph 209 in accordance with the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

210. The transmission and reception of electronic dossiers shall be carried out via digital communication channels or on electronic media as part of an information package, the format of which is determined by the regulations for information interaction between the electronic document management system and the organization's archive information system.

The inventories of electronic dossiers of permanent and temporary (over 10 years) storage shall additionally indicate:

information about the employee of the structural unit of the organization transferring electronic dossiers to the archive of the organization (position title, initials, surname);

information about the employee of the archive of the organization accepting electronic dossiers in the archive of the organization (position title, initials, surname).

Footnote. Paragraph 14 is supplemented with paragraph 210 in accordance with the Resolution of the Government of the Republic of Kazakhstan dated 31.08.2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

211. The information package shall contain the following metadata at the electronic dossier level:

- serial number of electronic dossiers and documents in the inventory of electronic dossiers of the structural unit;
- index of the electronic dossier;
- title of the electronic dossier;
- deadlines for electronic documents of the electronic dossier;
- the number of electronic documents of the electronic dossier;
- the volume of electronic documents of the electronic dossier;
- language(s) of electronic documents of the electronic dossier.

The integrity of metadata at the level of an electronic document shall be confirmed by the complete composition of the data specified in the internal inventory.

Footnote. Paragraph 14 is supplemented with paragraph 211 in accordance with the Resolution of the Government of the Republic of Kazakhstan dated 31.08.2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

212. The information package shall contain the following metadata at the level of an electronic document of temporary (over 10 years) and permanent storage:

- the name of the type of electronic document (order, letter, estimate, etc.);
- title of the electronic document;
- date of the electronic document;
- the right to access electronic documents (access is allowed to everyone, access is established by the founder);
- date of removal of access restrictions (if any);
- registration index of the electronic document;
- the language of the electronic document;

- data on the author of the electronic document (name of the position of the performer, name of the organization that prepared the electronic document);

- information about the files of the electronic document (names, volume, control characteristics);

- information about the algorithm for generating control characteristics (hash algorithm - a cryptographic algorithm for calculating the value of a hash function) (designation of the algorithm, reference to a technical regulatory legal act).

The integrity of the metadata at the level of an electronic document shall be confirmed by a control characteristic common to the entire document, indicated in the internal inventory.

Footnote. Paragraph 14 is supplemented with paragraph 212 in accordance with the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

213. If necessary, for description at the level of an electronic document, additional metadata shall be used that characterize the features of the creation and reproduction of electronic documents:

- links to other documents that form a common management context;
- information about the information technology (version of the software product) with which the electronic document was created;
- information about the hardware and software required to reproduce the electronic document;
- information about the protection of the electronic document.

Footnote. Paragraph 14 is supplemented with paragraph 213 in accordance with the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

214. When transferring electronic dossiers on electronic media, the metadata shall include data on electronic media (type, type of electronic media) and placement of electronic dossiers and documents on these electronic media.

Footnote. Paragraph 14 is supplemented with paragraph 214 in accordance with the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

215. For electronic documents, the metadata shall additionally include the information about the means of electronic digital signature, determined by the regulation of information interaction between the electronic document management system and the organization's archive information system.

Footnote. Paragraph 14 is supplemented with paragraph 215 in accordance with the Resolution of the Government of the Republic of Kazakhstan dated 31.08.2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

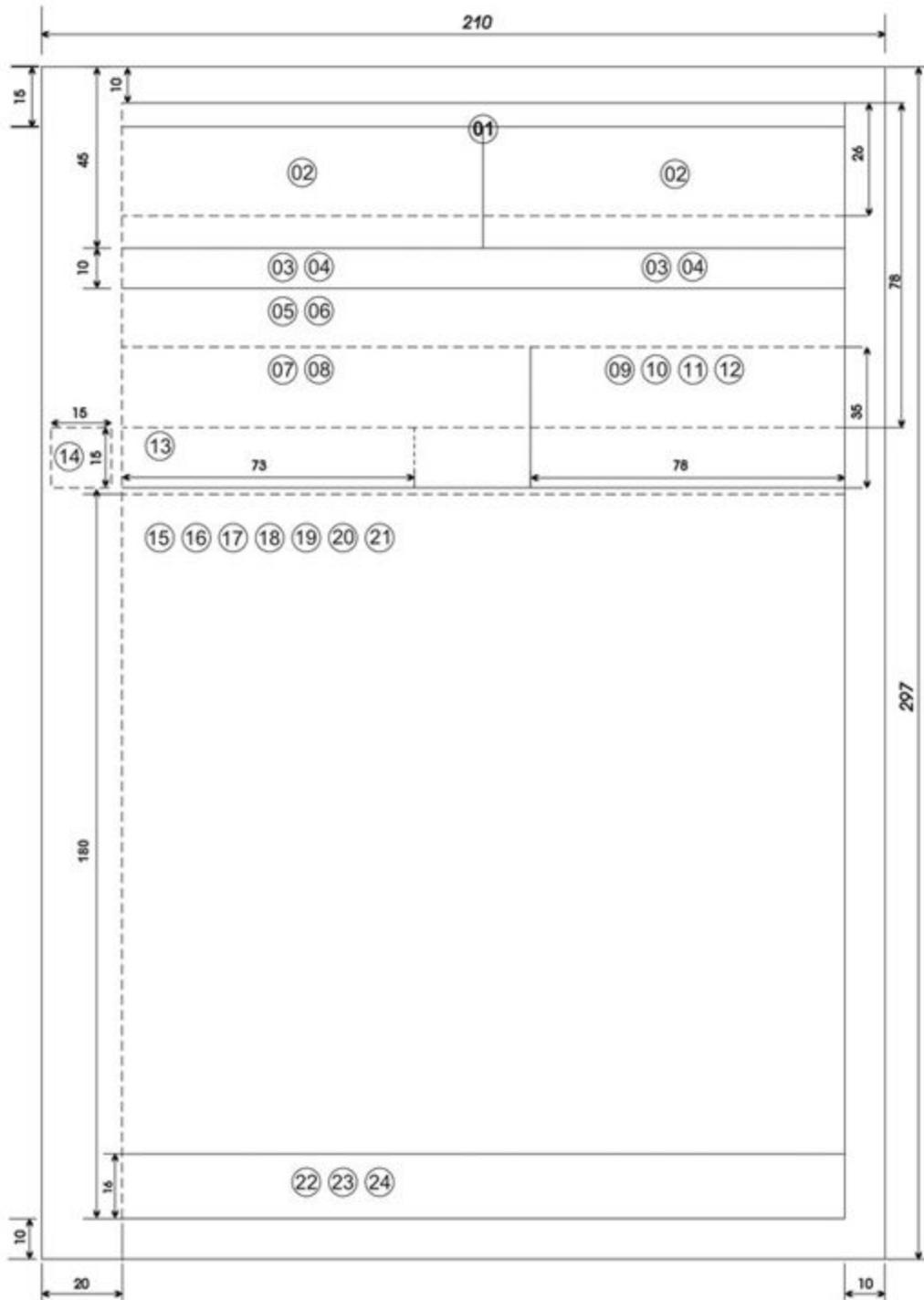
216. The composition of metadata for an electronic document, which is an archive copy of an information resource shall additionally include:

- name of the information resource;
- type of information resource;
- deadlines for the operation of the information resource;
- data on the registration of the information resource;
- the Internet address of the information resource (for an information resource located on the global computer network Internet);
- information about the owner of the information resource in accordance with the legislation of the Republic of Kazakhstan on personal data;
- information about the owner of the information resource.

Footnote. Paragraph 14 is supplemented with paragraph 216 in accordance with the Resolution of the Government of the Republic of Kazakhstan dated August 31, 2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

Annex 1
to the Rules for documentation,
document management and use of
electronic document flow systems
in governmental and
non-governmental the
organizations

Arrangement diagram of details of a document



Note:

- 1 - the image of the State Emblem of the Republic of Kazakhstan or the emblem, logotype, trademark (service mark)
- 2 - an official name of the organization
- 3 - a reference data about the organization
- 4 - a name of the type of a document
- 5 - a document date
- 6 - a document registration (index) number

7 - a reference to the registration number (index) and the date of incoming document

8 - a place of the drafting or publication of the document

9 - a label of the restriction of the access to the document

10 – an addressee

11 - a label of approval of a document

12 – a resolution

13 - a heading to the text of a document

14 - a mark about control

15 - a text of a document

16 - a mark about the existence of the annex to the document

17 – a signature

18 - a mark about the approval of the document

19 - an impression of a seal

20 - a mark about certification of a copy of the document

21 - a mark about the performer of the document

22 - a mark about execution of a document and sending it to the file

23 - an identifier of an electronic copy of the document

24 - a mark about acceptance of the documents to the organization

Annex 2
to the Rules for documentation,
document management and use of
electronic document flow systems
in governmental and non-
governmental the organizations
Form

Blank of a letter of the organization

The State Emblem of the Republic of Kazakhstan or emblem, logotype, trademark (service mark) of the organization		
Official name of organization (in Kazakh language)		Official name of organization (in Russian or other language)
Reference data about the organization (in Kazakh language)		Reference data about the organization (in Russian or other language)
_____no._____ (date) (index)		
_____ (reference to the number and date of the incoming document)		Addressee
Heading to the text of the letter		

Format A4 (210X297)

Annex 3

to the Rules for documentation,
document management and use of
electronic document flow systems
in governmental and non-
governmental the organizations
Form

Blank of a certain type of the document of the organization

The State Emblem of the Republic of Kazakhstan or emblem, logotype, trademark (service mark) of the organization		
Official name of organization (in Kazakh language)		Official name of organization (in Russian or other language)
Name of the type of the document (in Kazakh language)		Name of the type of the document (in Russian or other language)
_____		no. _____
(date)		
Place of publication (in Kazakh language)		Place of publication (in Russian or other language)
Heading to the text of the letter		

Format A4 (210X297)
Annex 4
to the Rules for documentation,
document management and use of
electronic document flow systems
in governmental and non-
governmental the organizations
Form

Common blank of the organization

The State Emblem of the Republic of Kazakhstan or emblem, logotype, trademark (service mark) of the organization		
Official name of organization (in Kazakh language)		Official name of organization (in Russian or other language)
Name of the type of the document (in Kazakh language)		Name of the type of the document (in Russian or other language)
_____		no. _____
(date)		
Place of publication (in Kazakh language)		Place of publication (in Russian or other language)
Heading to the text of the letter		

Format A4 (210X297)
Annex 5
to the Rules for documentation,
document management and use of
electronic document flow systems

APPROVAL SHEET

Name of the type of the draft document, heading to the text

Approved Name of position with indication of the name of the organization _____ printed name (personal signature) Date	Approved Name of position with indication of the name of the organization _____ printed name (personal signature) Date
---	---

Format A4 (210X297)
Annex 6
to the Rules for documentation,
document management and use of
electronic document flow systems
in governmental and non-
governmental the organizations
Form

	Emblem, logotype, trademark (service mark)	Limited Liability Partnership INNOVATION CENTER “KAZAKH INSTITUTE OF MODELLING SYSTEMS”
		ORDER
March 15, 2017		no.51 Astana city
On amendments to the job instructions of employees In connection with _____ (grounds)		
I HEREBY ORDER: To amend the job instructions of the employees of the LLP as follows: 1) _____ 2) _____ Control over execution of this order shall be entrusted to _____ General director (signature) (printed name)		
Mark about coordination:		

Format A4 (210X297)
Annex 7
to the Rules for documentation,
document management and use of
electronic document flow systems
in governmental and non-
governmental the organizations
Form

		Limited Liability Partnership INNOVATION CENTER
--	--	---

	Emblem, logotype, trademark (service mark)	“KAZAKH INSTITUTE OF MODELLING SYSTEMS”
		ORDER
<u>March 15, 2017</u>		<u>no.51 l/s</u> Astana city
<p>On the staff</p> <p>TO ACCEPT Yeskendirov Yerkebulan Amantayevich to the position of the chief manager of the Marketing Department from March 15, 2017. Grounds: Labour Agreement dated March 15, 2017 no.31, and the application of Yeskendirov Ye.A. dated March 14, 2017.</p> <p>TO TRANSFER Zubareva Anastassiya Viktorovna, the senior accountant to the position of the chief accountant from March 16, 2017. Grounds: Addendum to the Labour Agreement dated April 14, 2017 no.28, and the application of Zubareva A.V. dated March 13, 2017.</p> <p>TO TERMINATE the Labour Agreement dated January 17, 2015 no.15 with Kerimov Marat Serikovich from March 15, 2017 in accordance with item 1 of article 57 of the Labour Code of the Republic of Kazakhstan. Grounds: Application of Kerimov M.S. dated March 14, 2017.</p> <p>TO ISSUE A REPRIMAND to Pazylova Saltanat Abayevna, a manager of the Project Department. Grounds: a memorandum report of the head of the Project Department Salov P.G. dated March 10, 2017 and the explanatory memo of Pazylova S.A. dated March 12, 2017.</p> <p>General director (signature) (printed name)</p> <p>Endorsements:</p> <p>Read and understood:</p>		

Format A4 (210X297)

Annex 8

to the Rules for documentation,
document management and use of
electronic document flow systems
in governmental and non-
governmental the organizations
Form

Minutes

Official name of organization (in Kazakh language)		Official name of organization (in Russian or other language)
		MINUTES
_____		no. _____
(date)		
Place of publication (in Kazakh language)		Place of publication (in Russian or other language)
Heading to the text of the letter		
<p>Of the session of the commission on...</p> <p>Chair - surname, name, patronymic</p> <p>Secretary - surname, name, patronymic</p> <p>Attendee: (number) person (the list is attached hereto) part</p> <p>Introductory</p> <p>AGENDA</p> <p>1. On development and principles...</p>		

Report of the head of...

2. On...

1. HEARD:

surname, name, patronymic - text of the report is attached hereto

SPOKE:

surname, name, patronymic - brief record of the speech
surname, name, patronymic -

Main

part

RESOLVED:

1. To approve...

2. ...

2. HEARD:

SPOKE:

RESOLVED:

Chair

signature printed name

Secretary

signature printed name

Format A4 (210X297)

Annex 9

to the Rules for documentation,
document management and use of
electronic document flow systems
in governmental and non-
governmental the organizations

Form

ACT

The State Emblem of the Republic of Kazakhstan or emblem, logotype, trademark (service mark) of the organization		
Official name of organization (in Kazakh language)		Official name of organization (in Russian or other language)
	ACT	
_____		no. _____
(date)		
Place of publication (in Kazakh language)		Place of publication (in Russian or other language)
Heading to the text of the letter		
On the results of inspection...		
Grounds: order of the head of the organization dated (date) no. _____		
"On execution of inspection..." (or other document; work plan, instruction of the superior body, etc.)		
Made by the commission consisting of:		
Chair of the commission	_____	
	position, initials, surname	
	1. _____	

Members of the commission:	position, initials, surname 2. _____ position, initials, surname
Attendee:	_____ position, initials, surname
text	
<p>Made in 2 copies: 1 copy in the files 507 2 copy is sent to the inspected organization Chair of the commission signature printed name Members of the commission signature printed name</p>	

Format A4 (210X297)

Annex 10

to the Rules for documentation,
document management and use of
electronic document flow systems
in governmental and non-
governmental the organizations

Form

Statement

РЕСПУБЛИКАНСКОЕ ГОСУДАРСТВЕННОЕ УЧРЕЖДЕНИЕ "НАЦИОНАЛЬНЫЙ ЦЕНТР АРХЕОГРАФИИ И ИСТОЧНИКОВЕДЕНИЯ МИНИСТЕРСТВА КУЛЬТУРЫ И СПОРТА РЕСПУБЛИКИ КАЗАХСТАН"	The State Emblem of the Republic of Kazakhstan	REPUBLICAN STATE INSTITUTION NATIONAL CENTER OF ARCHEOGRAPHY AND SOURCE STUDIES OF THE MINISTRY OF CULTURE AND SPORTS OF THE REPUBLIC OF KAZAKHSTAN
		STATEMENT
<u>15.10.2017</u> Город Астана		<u>no.03-05/171</u> Astana city

On the status of work on preparation of a resource book "History of Kazakhstan in foreign archives (XVI-XX centuries)"	Ministry of Culture and Sports of the Republic of Kazakhstan
--	---

TEXT

Director

signature

B. Konysbayeva

Perf. K. Parimbekova

Tel. 24-06-32

Format A4 (210X297)

Annex 11

to the Rules for documentation,
document management and use of

electronic document flow systems
in governmental and non-
governmental the organizations
Form

Statement

РЕСПУБЛИКАНСКОЕ ГОСУДАРСТВЕННОЕ УЧРЕЖДЕНИЕ "НАЦИОНАЛЬНЫЙ ЦЕНТР АРХЕОГРАФИИ И ИСТОЧНИКОВЕДЕНИЯ МИНИСТЕРСТВА КУЛЬТУРЫ И СПОРТА РЕСПУБЛИКИ КАЗАХСТАН"	The State Emblem of the Republic of Kazakhstan	REPUBLICAN STATE INSTITUTION NATIONAL CENTER OF ARCHEOGRAPHY AND SOURCE STUDIES OF THE MINISTRY OF CULTURE AND SPORTS OF THE REPUBLIC OF KAZAKHSTAN
		STATEMENT
<u>15.10.2017</u> Город Астана		<u>no.02-01/10</u> Astana city

"Yegemen" cooperative of apartment owners

Aуарbergenova Kulzhan Khaibullovna works as the chief accountant of the National Center of Archeography and Source Study.

Director

signature

B. Konysbayeva

Perf. A. Zakirova

Tel. 24-04-70

Format A5 (148X210)
Annex 12
to the Rules for documentation,
document management and use of
electronic document flow systems
in governmental and non-
governmental the organizations
Form

Letter

Акционерное общество "БАРЫС"	emblem, logotype, trademark (service mark)	BARYS Joint Stock Company
пр. Абая 10, г. Астана, 010000 тел./факс 8 (7172) 35-39-22, 35-46-47 E-mail: Baris@inbox.ru		10, Abay Ave., Astana 010000, tel./ fax 8 (7172) 35-39-22, 35-46-47 E-mail: Baris@inbox.ru
19.03.2017 no.04-07/151 (reference to the number and date of the incoming document)		
		Kulager LLP Legal Department 12, Ryskulov Ave., Almaty, 020000
On contract claim dated 15.03.2017 no.44/56		

Dear Sirs!

In the batch of the paint-and-lacquer materials supplied by you on December 28, 2016 according to the rail consignment note no.324 in accordance with the contract dated January 12, 2016 no.44/56, there were revealed 3 deformed as a consequence of a stroke or other mechanical influence of the box, which is certified by the act dated March 15, 2017 no.23. The paint-and-lacquer items in the damaged boxes, shall not be subject to sale. Payment of the batch of goods was fully made by us against the bill no. 33-675.

We kindly ask you to reimburse the damages for 175 thousand 570 tenge. The amount should be transferred to our bank account.

Annex: act on 2 sheets in 1 copy in Russian language.

Best regards,

Commercial director signature printed name

Perf. N. Petrova

Tel: 35-45-44

Format A4 (210X297)

Annex 13

to the Rules for documentation,
document management and use of
electronic document flow systems
in governmental and non-
governmental the organizations

Provisional list of documents that are not subject to registration by the DSM Service

Letters, sent in the copies for information.

Advertising notices, leaflets, posters, meeting programs.

Primary documents of accounting (to be registered with the accountant's office of the organization).

Curricula, educational programs (to be registered with the corresponding structural subdivision of the organization).

Monthly, quarterly and other reports (to be registered with the corresponding structural subdivision of the organization).

Forms of statistical reporting (to be registered with the corresponding structural subdivision of the organization).

Messages about meetings, conferences.

Congratulatory letters, congratulatory telegrams, invitation cards.

Printed publications (books, magazines, newspapers, bulletins).

Telegrams and letters about authorization for business trips.

Telephoned messages about holding meetings, conferences, workshops, etc.

Documents with a mark on the envelop "Private".

Scientific reports on themes (to be registered with the corresponding structural subdivision of the organization).

Statements of prices.

Material consumption rates, applications for office supplies and organizational equipment (to be registered with the corresponding structural subdivision of the organization).

Communiques.

Staff registration details.

Annex 14
to the Rules for documentation,
document management and use of
electronic document flow systems
in governmental and non-
governmental the organizations
Form

Incoming documents registration card

20	Корреспондент Correspondent	Document type
15	Date of acceptance and index of the document	Date and index of the document
30	105 Heading of the document or synopsis	
20	Resolution or to whom the document is sent	Terms for execution
20	Delivery receipt with indication of the date	Mark about execution of document and sending to the file
210		
Information about the course of execution of the document, transfer of the terms for execution, receipt of interim responses (requests) etc.		
Control marks		
10	Фонд № Fund no.	Инвентарь № Inventory no.
	70	70
210		

Format A5 (148x210)

Annex 15
to the Rules for documentation,
document management and use of
electronic document flow systems

Register of Incoming Documents

Item no.	Date of receipt	Correspondent, date and index of incoming document	Document type, heading or synopsis of the incoming document	Resolution or to whom the document is sent for execution	Document delivery receipt, date	A mark about execution of the document	Note
1	2	3	4	5	6	7	8

Format A3 (420X197)

Register of Outgoing and Internal Documents

item no.	Date and index of the outgoing (internal) document	Correspondent	Heading or synopsis of a document	A mark about execution of the document and sending it to the file	Note
1	2	3	4	5	6

Format A3 (210X297)

Annex 16
to the Rules for documentation,
document management and use of
electronic document flow systems
in governmental and non-
governmental the organizations

**INFORMATION about execution of documents that are subject to control
as of _____ (day, month, year)**

item no.	Names of structural subdivisions	Documents under control		Whereof the documents			
		Total	received in the previous month	executed	being under execution	with extended period of execution	overdue
1	2	3	4	5	6	7	8

Name of the position of the Head
of the DSM Service

Printed

name
(personal signature)

Format A4 (210X297)

Note.

1	2	3	4	5	6	7	8	9	10	11	12	13
---	---	---	---	---	---	---	---	---	----	----	----	----

Format A4 (210X297)

Annex 19
to the Rules for documentation,
document management and use of
electronic document flow systems
in governmental and non-
governmental the organizations
Form

Register of accounting and issuance of seals, stamps, with the image of the State Emblem of the Republic of Kazakhstan and special stamp ink

item no.	Names and impressions of seals and stamps with the image of the State Emblem of the Republic of Kazakhstan	To whom it is issued			Date of return and acceptance receipt	Note, marks about destruction of seals, stamps and special stamp ink
		Name of a structural subdivision, performing storage of seals , stamps with the image of the State Emblem of the Republic of Kazakhstan and special stamp ink	Surname and initials of the official-the receiving person	Date and delivery receipt		
1	2	3	4	5	6	7

Format A4 (210X297)

Annex 20
to the Rules for documentation,
document management and use of
electronic document flow systems
in governmental and non-
governmental the organizations
Form

Register of accounting and issuance of the fountain pens, refilled by special ink

item no.	Name of a structural subdivision, performing storage of fountain pens, refilled with special ink	Surname and initials of the official performing the storage of fountain pens, refilled with special ink	Position and surname of a person, received the fountain pen, refilled with special ink	Date of issuance and delivery receipt	Date of return and acceptance receipt	Note, mark about destruction of the fountain pen, refilled with special ink
1	2	3	4	5	6	7

Format A4 (210X297)

Annex 21
to the Rules for documentation,

name of the organization ACT

(date) Place of publication (in
Kazakh language)

no. _____ Place of
publication (in Russian
or other language)

Approved
Name of the position
of the head of the organization _____

Printed (personal signature) name
Date

of acceptance-transfer of printed
blank products, seals, stamps to be
protected, means of protection of
documents and registration
accounting forms thereto

Grounds: Order of the head of the organization dated (date) no. _____

"On inspection ..." (or other document, work plan, instruction of the superior
body, etc.).

Drafted by the commission consisting of:

Chairman of the ommission _____

position, initials, surname

Members of the Commission:

1. _____

position, initials, surname

2. _____

position, initials, surname

1. Unused printed blank products to be protects,
(separately by types) of series _____ from no. ____ to no. ____ in the amount of _____
_ copies.

(in figures and words)

2. Acts on assignment for the destruction of the mutilated copies of printed blank
products to be protected _____

(dates, numbers, number of copies _____).

of acts by types of blanks)

3. Seals with the image of the State Emblem of the Republic of Kazakhstan in the amount of

_____ pieces.

(in figures and words)

4. Stamps with the image of the State Emblem of the Republic of Kazakhstan in the amount of

_____ pieces.

(in figures and words)

5. Means of protection of documents:

_____ (names of protection means) in the amount of _____ pieces.

(in figures and words)

6. Registration accounting forms: _____

_____ (types of registration accounting forms, their numbers _____)

_____ according to the file register, numbers of volumes, dates of the first and the last record, number of sheets)

Status of the accounting work with printed blank products, seals, stamps to be protected, and means of protection of documents _____

(general characteristics of the status of the accounting work)

Transferred _____ Printed name

(personal signature)

Accepted _____ Printed name

(personal signature)

Drafted in _____ copy(ies):

1-st copy: in file no.

2-nd copy: (addressee)

Chairman of the Commission signature Printed name

Members of the Commission signature Printed name

Format A4 (210X297)

to the Rules for documentation,
document management and use of
electronic document flow systems
in governmental and non-
governmental the organizations
Form

_____ **name of the organization ACT**

_____ (date)
Place of publication (in the Kazakh
or other language)

no. _____

Approved
Name of the position
of the head of organization _____

Printed name (personal signature)

Date

On assignment to destruction
of the mutilated copies of
printed blank products
to be protected

Grounds: Order of the head of the organization dated (date) no. _____

_____ "On inspection ..." (or other document, work plan, instruction of the superior
body, etc.).

Drafted by the commission consisting of:

Chairman of the Commission _____

_____ position, initials, surname

Members of the Commission:

1. _____

position, initials, surname

2. _____

position, initials, surname

_____ Mutilated copies of the following types of printed blank products to be protected
have been selected for destruction:

item no.	Name of the type of printed blank products to be protected	Series and numbers of copies of printed blank products to be protected	Number of mutilated copies of printed blank products to be protected	Note
1	2	3	4	5

Total _____ of mutilated copies of printed blank products to be protected

(in figures and words)

Drafted in _____ copy(ies):

1-st copy: in file no.

2-nd copy: (addressee)

Chairman of the Commission _____ **Printed name**

(personal signature)

Members of the Commission _____ **Printed names**

(personal signatures)

Marks in the registers of accounting and issuance of printed blank products to be protected have been made, the mutilated copies in the amount of _____ are made.

(in figures and words)

Destructed using _____.

(type of destruction)

Name of the position _____ **Printed name**

(personal signature)

Date

Format A4 (210X297)

Annex 23

to the Rules for documentation,
document management and use of
electronic document flow systems
in governmental and non-
governmental the organizations

Form

_____ **name of the organization ACT**

_____ (date) Place of publication (in the official or other language)		no. _____
		Approved Name of the position of the head of the organization _____ _____ Printed name (personal signature) Date
On assignment to destruction of seals and stamps to be protected		

Grounds: Order of the head of the organization dated (date) no. _____

"On inspection ..." (or other document, work plan, instruction of the superior body, etc.).

Drafted by the commission consisting of:

Chairman of the Commission _____

position, initials, surname

Members of the Commission:

1. _____

position, surname, initials

2. _____

position, initials, surname

The following seals and stamps to be protected have been selected for destruction:

item no.	Name	Number	Note
1	2	3	4

Drafted in _____ copy(ies):

1-st copy: in file no. 2-nd copy: (addressee)

Chairman of the Commission _____ **Printed name**

(personal signature)

Members of the Commission _____ **Printed names**

(personal signatures)

marks have been made to the register, seals and stamps to be protected, in the amount of

_____ pieces have been destroyed using _____

(in figures and words)

(type of destruction)

Name of the position _____ **Printed name**

(personal signature)

Date

Format A4 (210X297)

Annex 24

to the Rules for documentation,
document management and use of
electronic document flow systems
in governmental and non-
governmental the organizations

Form

name of the organization

ACT

_____ (date) Place of publication (in Kazakh or other language)		no. _____
		Approved Name of the position of the head of the organization _____ _____ Printed (personal signature) name Date
On assignment for destruction of the means of protection of documents		

Grounds: Order of the head of the organization dated (date) no. _____

_____ "On inspection ..." (or other document, work plan, instruction of the superior body, etc.).

Drafted by the commission consisting of:

Chairman of the Commission _____

_____ position, initials, surname,

Members of the Commission:

1. _____

position, initials, surname

2. _____

position, initials, surname

The following types of the means of protection of documents have been selected for destruction:

item no.	Name	Number	Note
1	2	3	4

Drafted in _____ copy(ies):

1-st copy: in file no.

2-nd copy: (addressee)

Chairman of the Commission _____ **Printed name**

(personal signature)

Members of the Commission _____ **Printed names**

(personal signatures)

Marks in the registers of accounting no. ___ have been made, means of protection of documents have been destroyed using _____.

(types of destruction)

Name of the position _____ **Printed name**

(personal signature)

Date

Format A4 (210X297)
Annex 25
to the Rules for documentation,
document management and use of
electronic document flow systems
in governmental and non-
governmental the organizations
Form

_____ **name**
of governmental the organization
ACT

_____ (date) Place of publication (in Kazakh or other language)		no. _____
		Approved Name of the position of the head of the organization _____ _____ Printed (personal signature) name Date
On assignment for destruction of unused printed blank products to be protected		

Grounds: Order of the head of the organization dated (date) no. _____

_____ "On inspection ..." (or other document, work plan, instruction of the superior body, etc.).

Drafted by the commission consisting of:

Chairman of the Commission _____

_____ position, initials, surname

Members of the Commission:

1. _____

position, initials, surname

2. _____

position, initials, surname

The following types of unused printed blank products of practical significance have been selected for destruction in connection with

_____ (liquidation, reorganization) (official name

_____ of a government agency (organization
):

--	--	--	--	--

item no.	Name of the type of printed blank products	Series and numbers of the copies of printed blank products	Number of unused copies	Note
1	2	3	4	5

Total _____ unused copies of printed blank products
(in figures and words)

to be protected.

Chairman of the Commission _____ Printed name
(personal signature)

Members of the Commission _____ Printed names
(personal signatures)

Marks in the registers of accounting and issuance of printed blank products have been made, unused copies in the amount of _____ of weight of _____ kg

(in figures and words)

have been destroyed using _____.

(type of destruction)

Name of the position _____ Printed name
(personal signature)

Date

Format A4 (210X297)
Annex 26
to the Rules for
documentation, document
management and use of
electronic document flow
systems in governmental and
non-governmental the
organizations
Form

Official name of the organization FILE REGISTER

_____ no. _____
(date) (index)
for _____ year
Date

Approved
Name of the position
of the head of the organization

(personal signature) Printed name

File index	File (volume, part) heading	Files (volumes, parts) number	File (volume, part) storage term and item number according to the list	Note
1	2	3	4	5

Name of the position of the Head _____ Printed name date
of the DSM Service (personal signature)

Endorsements of the heads of structural subdivisions

Approved _____ Approved _____
by the minutes of CEC (EC) by the minutes of EVC
of organization of the state archive institution
(date and number of the minutes) (date and number of the minutes)

The final record of the categories and the number of files,
started in _____ year

By storage terms	Total	Including	
		transferred	with "EVC" mark
Permanent			
Temporary (over 10 years)			
Temporary (up to and including 10 years)			
Total:			

Name of the position of the Head _____ Printed name
of the DSM Service (personal signature) date

Final information have been transferred to the archive of the organization.

Name of the position of an employee, _____ Printed name
transferred information _____
(personal signature) date

Format A4 (210X297)
Annex 27
to the Rules for documentation,
document management and use of
electronic document flow systems
in governmental and non-
governmental the organizations
Form

AUTHENTICATION SHEET OF THE FILE

Fund no. _____ Inventory no. _____ File no. _____
_____ sheet(s) are tied up and numbered in the file including

:
Letter no. of sheets _____

_____ missed no. of sheets _____

— Numbered clear sheets _____

internal inventory sheets _____

_____ Included documents as attachments and applications that are not subject to numbering

types of documents and their number)

Features of the formation, execution, physical condition and accounting of file documents	sheets no.
1	2
1. Brochures and other printed publications 2. Flyers 3. Newspaper cuttings 4. Postcards 5. Envelopes 6. Postage stamps 7. Revenue stamps 8. Postmarks and others 9. Special postmarks 10. Wax, mastic seals 11. Photo documents 12. Maps, plans, drawings and other scientific and technical documentation. 13. Pictures, prints, watercolors 14. Autographs of eminent persons 15. Glued sheets 16. Loss of parts of sheets 17. Fading text	

Name of the position of a person completed the authentication sheet of the file

_____ Printed name

(personal signature) date

Note.

1. Authentication sheet shall be drafted for accounting of the number of sheets in a file and their fixation of special features of their numeration.

2. Authentication sheet shall be drafted on a separate sheet (sheets) and shall be tied up in the end of the file.

3. Number of numbered sheets of the file and separately, in "+" (plus) symbol, Number of sheets of internal inventory of the file documents shall be specified in the authentication sheet in figures and words.

4. The following special features of numeration, execution and physical condition of the file documents shall be marked in the authentication sheet:

Total _____ sheets of documents

(in figures and words)

Number of sheets of internal inventory _____

(in figures and words)

Name of the position of a person filled in the internal inventory of the file documents

_____ Printed name

(personal signature) date

Format A4 (210X297)

Annex 29

to the Rules for documentation, document management and use of electronic document flow systems in governmental and non-governmental the organizations

Form

File inventory of a structural subdivision of organization

Official name

Approved

of a structural subdivision of the organization

Name of the position of the head of a structural subdivision

_____ Printed name

(personal signature)

Date

Inventory no. _____ for _____ year (s)

Item no.	File index	File (volume, part) heading	Outside dates of the file (volume, part)	Storage term of the file (volume, part)	Number of sheets in the file (volume, part)	Note
1	2	3	4	5	6	7

_____ of files have been introduced in this inventory from no. __ to no. __,

(in figures and words)

(in figures and words) including :

letter numbers:

missed numbers:

name of the position

of the draftsman of the inventory _____

Printed name

(personal signature)

Date

Head of the DSM Service

_____ Printed name

(personal signature)

Date

Employee of

the archive of the organization _____ Printed

name

(personal signature)

date

Note.

In the inventory of permanent storage, column 5 shall not be filled in.

Format A4 (210X297)

Annex 30
to the Rules for documentation,
document management and use of
electronic document flow systems
in governmental and non-
governmental the organizations

Footnote. The rules are supplemented by Annex 30 in accordance with the Resolution of the Government of the Republic of Kazakhstan dated 31.08.2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

Form

Approved

(name of the organization)

(name of the position
of the head of the structural
subdivision of the organization)

(name of the structural subdivision
of the organization)

(initials, surname)

(date)

inventory No. _____

electronic dossiers _____

(name of the category of dossiers)

of the year _____

No.	Electronic dossier index	Title of the section, title of the electronic dossier	Outside dates for the electronic dossier	Number of documents in an electronic dossier	The volume of documents in the electronic form of the electronic dossier	Storage term of the electronic dossier*	Note
1	2	3	4	5	6	7	8

This inventory includes _____
of electronic dossiers from No. _____ to No. _____

(Position, _____
surname and initials of the compiler of the inventory)

(date)

Agreed**

Minutes of the EC meeting _____
(name of the structural unit)

_____ № _____

Submitted _____ electronic dossiers.

(position title, surname and initials of the employee who submitted the electronic dossiers)

(date)

Accepted _____ electronic dossiers.

(position title, surname and initials of the employee of the archive of the organization that accepted electronic dossiers)

(date of)

* Column 7 shall not be drawn up in the inventories of dossiers of permanent storage.

** Issued if there is an EC of the structural unit.

Footnote. The Rules are supplemented by Annex 31 in accordance with the Resolution of the Government of the Republic of Kazakhstan dated 31.08.2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

Form

Approved

(name of company)

(Position
head of the organization)

(initials, surname) (date)

_____ No. _____

(place of compilation)

SCHEDULE for receiving electronic dossiers in the archive of the organization

in _____ year

No.	Name of the organization - the source of acquisition of the archive and (or) structural unit of the organization	Admission period	Position, initials, and surname of the person responsible for the transfer of electronic dossiers to the archive of the organization	Note
1	2	3	4	5

(position title, surname and initials of the head
of the archive of the organization
(the person responsible for the archive of the organization)

(date)

Footnote. The rules are supplemented by Annex 32 in accordance with the Resolution of the Government of the Republic of Kazakhstan dated 31.08.2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

Form

Internal inventory of documents in electronic form of electronic dossier No. _____

No.	Document date in electronic form	The title of the document in electronic form	Number of storage objects (files)	The total amount of storage objects in (bytes)	General control characteristic	Note
1	2	3	4	5	6	7

Total: _____ documents in electronic form, _____ storage objects.

The total volume of electronic dossier storage objects _____

(name of the position of the person who compiled the internal inventory _____ (initials, surname)
of documents in the electronic form of the electronic dossier) (date)

Annex 33
to the Rules for documentation,
document management and use of
electronic document flow systems
in governmental and non-
governmental the organizations

Footnote. The rules are supplemented by Annex 33 in accordance with the Resolution of the Government of the Republic of Kazakhstan dated 31.08.2022 No. 630 (shall be enforced ten calendar days after the day of its first official publication).

Form

The act of acceptance and transfer of electronic documents and dossiers of the organization's Records management service

The official name of the organization

Approved
Name of the position
of the head of the organization

transcript
(personal signature)
signature
date

ACT No. On the acceptance and transmission of electronic documents

_____ passed (surname and initials)

_____ accepted (surname and initials)

electronic documents for _____ years and registration cards for them:

No.	Index of electronic documents	Number of electronic documents	Number of files	Status of electronic digital signature		Electronic dossier storage capacity	Shelf life
				Availability	Absent		
1	2	3	4	5		6	

Total accepted:

1) _____ of electronic documents.

(in numbers and words)

Status of electronic documents _____

(general characteristic of the state)

Submitted by _____

(electronic digital signature) or (signature)

Accepted _____

(electronic digital signature) or (signature)