

On approval of the Rules for Centralized State Accounting of Documents of the National Archival Fund

Unofficial translation

Order Acting Minister of Culture and Sports of the Republic of Kazakhstan dated July 25, 2018 № 168. Registered with the Ministry of Justice of the Republic of Kazakhstan on July 31, 2018 № 17249.

Unofficial translation

In accordance with subparagraph 2-7) of paragraph 2 of Article 18 of the Law of the Republic of Kazakhstan "On National Archive Fund and Archives" and subparagraph 2) of paragraph 3 of Article 16 of the Law of the Republic of Kazakhstan "On State Statistics" **I hereby ORDER:**

Footnote. The preamble - in the wording of the order of the acting Minister of Culture and Sports of the Republic of Kazakhstan dated 16.08.2022 № 239 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

1. That the enclosed Rules for the Centralized State Accounting of Documents of the National Archival Fund shall be approved.

2. The following orders shall be deemed to have lost force:

1) Order № 27 of the Minister of Culture and Information of the Republic of Kazakhstan of February 6, 2013 “On Approval of the Rules for Centralized State Accounting of Data on the Documents Content of the National Archival Fund” (registered in the Register of State Registration of Regulatory Legal Acts under № 8366, published in Kazakhstankaya Pravda newspaper on March 20, 2013 under № 101-102 (27375-27376).

2) Order № 321 of the Minister of Culture and Sports of the Republic of Kazakhstan of December 9, 2016, “On Introduction of Amendments to Order № 27 of the Minister of Culture and Information of the Republic of Kazakhstan of February 6, 2013 “On Approval of the Instruction on the Centralized State Accounting of Documents of the National Archival Fund of the Republic of Kazakhstan” (registered in the Register of State Registration of Regulatory Legal Acts under № 14654, published on January 20, 2017 in the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan).

3. In the manner prescribed by the laws, the Department of the Archiving and Documentation of the Ministry of Culture and Sports of the Republic of Kazakhstan, shall ensure:

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

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

3) within two working days after its enactment, the placement of this order on the Internet resource of the Ministry of Culture and Sports of the Republic of Kazakhstan;

4) within two working days after the execution of the measures provided for by this paragraph, the submission of the information on the implementation of the activities to the Legal Department of the Ministry of Culture and Sports of the Republic of Kazakhstan.

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

5. This order shall enter into force upon the expiry of ten calendar days after the day of its first official publication.

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

Y. Kozhagapanov

"Agreed"

Bureau of National Statistics
of the Agency for Strategic
Planning and Reforms
of the Republic of Kazakhstan

Footnote. The order as added by the stamp in accordance with the order of the acting Minister of Culture and Sports of the Republic of Kazakhstan dated 16.08.2022 № 239 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

Approved
by Order № 168 of the Minister
of Culture and Sports
of the Republic of Kazakhstan
of July 25, 2018

Rules of centralized state registration of documents of the National Archival Fund

Footnote. The Rules - in the wording of the order of the acting Minister of Culture and Sports of the Republic of Kazakhstan dated 16.08.2022 № 239 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

Chapter 1. General provisions

1. The Rules of centralized state registration of documents of the National Archival Fund (hereinafter referred to as the Rules) shall determine the procedure for centralized state registration of documents of the National Archival Fund of the Republic of Kazakhstan (hereinafter referred to as the National Archival Fund).

2. The authorized body in the field of archival affairs and documentation management (hereinafter referred to as the authorized body) shall carry out centralized state accounting of documents of the National Archive Fund by maintaining a unified State stock catalog.

Chapter 2. Procedure for Centralized State Registration of Documents of the National Archival Fund

3. To conduct centralized state registration of documents of the National Archive Fund, the National Archive of the Republic of Kazakhstan, central state archives, special state archives, the Archive of the President of the Republic of Kazakhstan and local executive bodies shall be submitted annually to the authorized body on paper (in one copy) and in electronic form until January 5:

- 1) archive passport according to the form according to Annex 1 to the Rules;
- 2) fund card in accordance with Annex 2 to the Rules;
- 3) information on changes in the composition and volume of funds in the form according to Annex 3 to these Rules;
- 4) accounting information on the stock catalog in the form according to Annex 4 to these Rules.

4. The authorized body annually by February 15 shall introduce amendments and additions to the State Stock Catalog on the basis of fund cards submitted by the National Archive of the Republic of Kazakhstan, the Central State Archives, the Archive of the President of the Republic of Kazakhstan, special state archives and local executive bodies.

5. The National Archive of the Republic of Kazakhstan, the Central State Archives, the Archive of the President of the Republic of Kazakhstan and local executive bodies once every three years until January 5 submit to the authorized body a consolidated passport of sources of acquisition of state archives of the Republic of Kazakhstan according to the form in accordance with Annex 5 to these Rules.

6. The authorized body once every three years by February 15, on the basis of the submitted consolidated passports, shall draw up a consolidated passport of the sources of acquisition of state archives of the Republic of Kazakhstan.

Appendix 1
to the Rules for centralized
state accounting of the
National Archival Fund records

Form, intended for collection of administrative data “Archive passport”

Footnote. Appendix 1 as amended by the order of the Minister of Culture and Information of the Republic of Kazakhstan dated 28.06.2024 275-HK (effective ten calendar days after the date of its first official publication).

Presented to: the Ministry of Culture and Information of the Republic of Kazakhstan.
The administrative data form is available on the Internet resource:
www.mam.gov.kz.

Name of the administrative data form: “Archive passport”.

Index of the administrative data form: PA-1.

Periodicity: annual. Reporting period: 20__ year.

Information is presented by: National Archive of the Republic of Kazakhstan,
central state archives, special state archives,

Archive of the President of the Republic of Kazakhstan and local executive bodies.

Deadline for submitting the administrative data form:

annually by January 5 following the reporting year .

Archive passport _____ for “ ” 20__ (archive name) Table 1

Composition and volume of archival records

№ n/n	Indicators	Number of funds (pieces)	Number of storage units				Number of storage units accepted for temporary storage
			total	including			
				listed in the inventory	in the state language	considered especially valuable	
1	2	3	4	5	6	7	8
1	Paper documents. Total						
1.1	Management records						
1.2	Documents of personal origin						
1.3	Scientific-technological records						
1.4	Personnel records						
2	Documentary films						
3	Documentary photographs						
4	Audio records						
5	Video documents						
	Machine-readable						

6	documentati on						
7	Microforms as originals						
8	Total						

Table 2

Volume of accounting units

№ n/n	Indicators	Number of storage units	
		total	including listed in the inventory
1	2	3	4
1	Documentary films		
2	Audio records		
3	Video documents		
4	Machine-readable documentation		

Table 3

Composition and volume of the insurance fund of copies of archival documents

№ n/n	Indicators	Number of storage units		Volume of insurance fund	
		copied for insurance fund	having a user fund	number of negative frames (pieces)	number of storage units of the insurance fund
1	2	3	4	5	6
1	Paper documents. Total				
1.1	Management records				
1.2	Documents of personal origin				
1.3	Scientific-technological records				
1.4	Personnel records				
2	Documentary films				
3	Documentary photographs				
4	Audio records				
5	Video documents				

6	Machine-readable documentation								
7	Microforms as originals								
8	Total								

Table 5

Reference and information publications

№ n/n	Indicators	Number (pieces)
1	2	3
1	Published guides, brief reference books on collections	
2	Published reference books on administrative-territorial division	
3	Published reference books on the history of institutions	
4	Published reference books of other types	
5	Total reference books published	

Table 6

Composition and volume of the scientific reference library

№ n/n	Indicators	Quantity (pieces)
1	2	3
1	Books and brochures	
2	Newspapers	
3	Magazines	
4	Other types of printed materials	

Table 7

Document storage conditions

№ n/n	Indicators	Number
1	2	3
1	Archive buildings (pieces)	
2	Special premises (pieces)	
3	Adapted premises (pieces)	

4	The degree of occupancy of archive storage facility (in percent)	
5	Availability of security alarm system in buildings (in percent)	
6	Availability of fire alarm system in buildings (in percent)	
7	Length of metal shelving (in linear meters)	
8	Length of wooden shelving (in linear meters)	
9	Documents packed in cardboard (in storage units)	

Name

Address _____

Telephone _____

E-mail address _____

Executed by _____

surname, first name and patronymic (if any), signature, telephone

Manager or person acting in his capacity

surname, first name and patronymic (if any), signature

Seal (except persons who are private business entities)

Attachment
to the form intended
for collecting administrative
data "Archive Passport"

Explanation on filling out the form intended for collecting administrative data "Archive Passport"

In columns 1 of Table 1 "Composition and volume of archival records", Table 2 "Volume of accounting unit", Table 3 "Composition and volume of the insurance fund of copies of archival documents", Table 4 "Composition and volume of the scientific reference apparatus to archival documents. Inventories, catalogues, databases", Table 5 "Reference and information publications", Table 6 "Composition and volume of the scientific reference library", Table 7 "Storage conditions of documents" the sequential number "№" shall be filled in;

in columns 2 of Table 1 "Composition and volume of archival records", Table 3 "Composition and volume of the insurance fund of copies of archival documents", Table 4 "Composition and volume of the scientific reference apparatus to archival documents. Inventories, catalogues, databases" the indicators shall be indicated of archival documents (paper documents. Total, management records, documents of personal origin,

scientific-technological records, personnel records, documentary films, audio records, video documents, machine-readable documentation, microforms as originals, documentary photographs, total).

In Table 1 "Composition and Volume of Archival Documents":

column 3 indicates the number of funds;

columns 4, 5, 6 and 7 indicate the number of storage units (column 4 - total, column 5 – including listed in inventories, column 6 - in the state language, column 7 - considered especially valuable);

column 8 indicates the number of storage units accepted for temporary storage.

In Table 2 "Volume of Accounting Units":

column 2 indicates accounting indicators (documentary films, audio records, video documents, machine-readable documentation);

columns 3 and 4 indicate the number of accounting units (column 3 - total, column 4 - including listed in the inventories).

In Table 3 "Composition and volume of the insurance fund of copies of archival documents":

columns 3 and 4 indicate the number of storage units (column 3 - copied for the insurance fund, column 4 - having a user fund);

columns 5 and 6 indicate the volume of the insurance fund (column 5 - the number of negative frames, column 6 - the number of storage units of the insurance fund).

In Table 4 "Composition and volume of scientific reference apparatus for archival documents. Inventories, catalogues, databases":

columns 3 and 4 indicate the number of inventories (accounting and description books (Column 3 - total, Column 4 - of which in full set);

columns 5, 6, 7 and 8 indicate the number of catalogued documents (Column 5 - number of funds, Column 6 - number of storage units, Column 7 - total number of compiled cards, Column 8 - of which catalogued);

columns 9 and 10 indicate the created databases on the composition and content of documents (Column 9 - number of databases;

column 10 - volume in megabytes).

In table 5 "Reference and information publications":

column 2 indicates the indicators of reference and information publications (published guides, brief reference books on collections, published reference books on administrative-territorial divisions, published reference books on the history of institutions, published reference books of other types, total number of reference books published);

column 3 indicates the number of reference and information publications.

In Table 6 "Composition and volume of the scientific reference library":

column 2 indicates the indicators of the scientific reference library (books and brochures, newspapers, magazines, other types of printed materials);

column 3 indicates the quantity of the scientific reference library.

In Table 7 "Document storage conditions":

column 2 specifies the indicators of document storage (archive buildings, special premises , adapted premises, the degree of occupancy of archive storage facilities (in percent), the equipment of buildings with security alarms (in percent), the equipment of buildings with fire alarms (in percent), the length of metal shelving (in linear meters), documents packed in cardboard (in storage units), the length of wooden shelving (in linear meters)

Column 3 indicates the number of document storage conditions.

Appendix 2
to the Rules for centralized
state accounting of the
National Archival Fund records

Form intended for collecting administrative data “Fund card”

Footnote. Appendix 2 as amended by the order of the Minister of Culture and Information of the Republic of Kazakhstan dated 28.06.2024 275-HK (effective ten calendar days after the date of its first official publication).

Presented to: the Ministry of Culture and Information of the Republic of Kazakhstan.

The administrative data form is available on the Internet resource: www.mam.gov.kz.

Name of the administrative data form: “Fund card”.

Index of the administrative data form: CF-1.

Periodicity: annual.

Reporting period: 20__ year.

Information is presented by: National Archive of the Republic of Kazakhstan, central state archives, special state archives, Archive of the President of the Republic of Kazakhstan and local executive bodies.

Deadline for submitting the administrative data form: annually by January 5 following the reporting year

Table 1

Fund card

First fund receipt date	Date of receipt of fund card	Place of storage of the fund	Fund №/category/ ownership form
1	2	3	4
Closing dates of each fund name	Fund name		
5	6		

The fund volume as of January 1 ____ 20	Years	7				
	Number of storage units/ documents	8				
	Including unrecorded storage units/ documents	9				
	storage units with backup copies					

Table 2

The back of the fund card

Inventory title, document annotation	Year start	Year end	Inventory title, document annotation	Year start	Year end
1	2	3	4	5	6

Former fund _____ №

Note _____

Name Address _____

Telephone _____

E-mail address _____

Executed by _____

surname, first name and patronymic (if any), signature, telephone

Manager or person acting in his capacity

surname, first name and patronymic (if any), signature

Seal (except persons who are private business entities)

Attachment
to the form intended for collecting
administrative
data "Fund card"

Explanation on filling out the form intended for collecting administrative data "Fund card"

In Table "Fund card":

column 1 indicates the date of the first receipt of the fund;

column 2 indicates the date of receipt of the fund card;

column 3 indicates the storage place of the fund;

column 4 indicates the fund number/Category/Form of ownership.

column 5 indicates the closing dates of each fund name;

column 6 indicates the name of the fund;

columns 7, 8 and 9 indicate the volume of the fund as of January 1, 20__ (Column 7 - years, Column 8 - the number of storage units/documents, column 9 - including unrecorded storage units/documents with insurance copies of storage units).

In table 2 “Back side of the fund card”:

columns 1 and 4 indicate the inventory title, annotation of the documents;

columns 2 and 5 indicate the beginning of the year;

columns 3 and 6 indicate the end of the year.

“Note” is filled in only when compiling a report.

Appendix 3
to the Rules for centralized
state accounting of the
National Archival Fund records

Form intended for collecting administrative data “Information on changes in the composition and volume of the funds”

Footnote. Appendix 3 as amended by the order of the Minister of Culture and Information of the Republic of Kazakhstan dated 28.06.2024 275-HK (effective ten calendar days after the date of its first official publication).

Presented to: the Ministry of Culture and Information of the Republic of Kazakhstan.

The administrative data form is available on the Internet resource: www.mam.gov.kz.

Name of the administrative data form: Information on changes in the composition and volume of funds.

Index of the administrative data form: ICCVF-1.

Periodicity: annual.

Reporting period: 20__ year.

Information is presented by: National Archive of the Republic of Kazakhstan, central state archives,

special state archives, Archive of the President of the Republic of Kazakhstan and local executive bodies.

Deadline for submitting the administrative data form: annually by January 5 following the reporting year.

Table

Information on changes in the composition and volume of the funds as of January 1, 20__ year.

№ n/n	Fund №	Category	Name of the fund	Received	Disposed	Total number of storage units in the fund as of January 1, __year	Note
-------	--------	----------	------------------	----------	----------	---	------

				Inventor y title, docume n t annotati on	Years	Inventor y title, docume n t annotati on	Years	Include d in the inventor y of storage units	unrecor d e d storage units/ docume nts	storage units with backup copies	
1	2	3	4	5	6	7	8	9	10	11	12

In total over _____ received _____ funds _____ storage units/documents;
disposed _____ funds _____ storage units/documents; created insurance
copies of _____ storage units.

As of January 1, _____ the Archival funds list includes from № _____ to № _____
funds numbers, including numbers listed as available _____ funds _____
storage units, fund numbers transferred and combined (files of which
were used and the number cannot be occupied) _____, lost _____
funds, vacant numbers.

Name Address _____

Telephone _____

E-mail address _____

Executed by _____

surname, first name and patronymic (if any), signature, telephone

Manager or person acting in his capacity

surname, first name and patronymic (if any), signature

Seal

(except persons who are private business entities) _____

Attachment
to the form intended
for collecting administrative
data "Information on changes
in the composition and volume of the
funds

Explanation on filling out the form intended for collecting administrative data "Information on changes in the composition and volume of the funds"

In the table "Information on changes in the composition and volume of funds":
in column 1 the sequential number "№" is filled in;
in column 2 the fund number is indicated;
in column 3 the category is indicated;

in column 4 the name of the funds is indicated;

columns 5 and 6 indicate received documents (Column 5 - inventory title, document annotation, Column 6 - years);

columns 7 and 8 indicate disposed documents (Column 7 - inventory title, document annotation, Column 8 - years);

columns 9, 10 and 11 indicate the total number of storage units in the collection (Column 9 - storage units included in the inventory, column 10 - storage units/documents not included, Column 11 - storage units with backup copies);

column 12 contains a note (if a new collection is specified - see the fund card, if a continuation of the fund card has been generated - see the continuation of the fund card, in the event of receipt or disposal of storage units, the number of storage units received during the year is filled, indicating the number and date of the act of receipt or disposal of cases).

Appendix 4
to the Rules for centralized
state accounting of the
National Archival Fund records

Form intended for collecting administrative data “Records of the stock catalogue”

Footnote. Appendix 4 as amended by the order of the Minister of Culture and Information of the Republic of Kazakhstan dated 28.06.2024 275-HK (effective ten calendar days after the date of its first official publication).

Presented to: the Ministry of Culture and Information of the Republic of Kazakhstan.

The administrative data form is available on the Internet resource: www.mam.gov.kz.

Name of the administrative data form: “Records of the stock catalogue”.

Index of the administrative data form: RSC-1.

Periodicity: annual.

Reporting period: 20__ year.

Information is presented by: National Archive of the Republic of Kazakhstan, central state archives,

special state archives, Archive of the President of the Republic of Kazakhstan and local executive bodies.

Deadline for submitting the administrative data form: annually by January 5 following the reporting year

Table

Records of the stock catalogue as of January1, 20__ year

				Number of cards in the stock catalog (pieces)					
			Number of funds			For funds included			

№ n/n	Archive name	First and last fund numbers according to the list of funds	according to the passport as of January 1, ____ 20 (pieces)	Total	on archived funds	in the combined archival fund (previously used) and transferred funds	On lost funds	Number of available fund numbers (pieces)	Note
1	2	3	4	5	6	7	8	9	10

Name _____

Address _____

Telephone _____

E-mail address _____

Executed by _____

surname, first name and patronymic (if any), signature, telephone

Manager or person acting in his capacity

surname, first name and patronymic (if any), signature

Seal

(except persons who are private business entities)

Attachment
to the form intended
for collecting administrative
data "Records of the stock catalogue"

Explanation on filling out the form intended for collecting administrative data "Records of the stock catalogue"

In the table "Records of the stock catalogue as of January 1, 20____":

column 1 contains the sequential number "№"

column 2 contains the name of the archive

column 3 contains the first and last numbers of the funds in the list of funds

column 4 contains the number of funds according to the passport as of January 1, 20____

columns 5, 6, 7 and 8 contain the number of cards in the stock catalogue (column 5 - total, column 6 – on archived funds , column 7 - for funds included in the combined archival fund (previously used) and transferred funds, column 8 - for lost funds);

column 9 contains the number of available fund numbers;

column 10 contains a note (the note must contain the numbers of available funds).

Form intended for collecting administrative data “Consolidated passport of sources of acquisition of state archives of the Republic of Kazakhstan”

Footnote. Appendix 5 as amended by the order of the Minister of Culture and Information of the Republic of Kazakhstan dated 28.06.2024 275-HK (effective ten calendar days after the date of its first official publication).

Presented to: the Ministry of Culture and Information of the Republic of Kazakhstan.
The administrative data form is available on the Internet resource: www.mam.gov.kz.

Name of the administrative data form: “Consolidated passport of sources of acquisition of state archives of the Republic of Kazakhstan”.

Index of the administrative data form: CPSA SA RK-1.

Periodicity: once in three years.

Reporting period: 20__ year.

Information is presented by: National Archive of the Republic of Kazakhstan, central state archives,

special state archives, Archive of the President of the Republic of Kazakhstan and local executive bodies.

Deadline for submitting the administrative data form: annually by January 5 following the reporting year

Consolidated passport of sources of acquisition of state archives of the Republic of Kazakhstan as of December 1, 20__ year

Table 1

Information on organizations transferring management records to state archives

№ n/n	Name of indicators	Quantity	Number of full-time employees	Quantity coordinated with archival institutions (pieces)		Number of premises for storage of documents (units)	Number of organizations that fully prepared documents for transfer to permanent storage (units)
				Nomenclatures of files	Instructions, rules on records management		
1	2	3	4	5	6	7	8
1	State organizations specializing in the						

	acquisition of state archives						
2	Non-governmental organizations specializing in the acquisition of state archives						
3	State organizations specializing in the acquisition of state archives						
4	Non-governmental organizations specializing in the acquisition of state archives						
5	Consolidated departmental archives						

Table 2

Information on management records

№ n/n	Name of indicators	Total storage units	Number of documents of permanent storage period (in storage units)		Number of records on personnel (in storage units)		Number of permanent storage cases generated during the year (in storage units)
			Entered in inventories	Stored beyond the established term	Total	Entered in inventories	
			Approved by the expert verification commission of the archival institution			Approved by the expert verification commission of the archival institution	
1	2	3	4	5	6	7	8

1	State organization s, storing management records of the state archives acquisition profile						
2	Non-govern mental organization s, storing management records of the state archives acquisition profile						
3	State organization s storing management records of the profile of acquisition of district, city archives						
4	Non-govern mental organization s, storing management records of the profile of acquisition of district, city archives						
5	Management records stored in the departmental archive associations						

Table 3

Information on sources of acquisition of state, city, and district archives storing scientific-technological records

№ n/n	Types of organizations	Number of document storage rooms (pieces)	Number of full-time employees	Number of storage units entered in the inventory	Number of documents stored beyond the established term (in storage units)	Total storage units
				approved by the expert verification commission of the archival institution		
1	2	3	4	5	6	7
1	State organizations					
2	Non-state organizations					

Table 4

Information on film-photo-audio-, video documents

№ n/n	Types of organizations	Number of organizations registered with the archival institution (units)	Number of document storage rooms (pieces)	Number of full-time employees	Number of storage units entered in the inventory	Number of documents stored beyond the established term (in storage units)
					approved by the expert verification commission of the archival institution	
1	2	3	4	5	6	7
1	State organizations, storing documentary films					
2	Non-state organizations, storing documentary films					
3	State organizations, storing photo records					
	Non-state organizations,					

4	storing photo records					
5	State organizations, storing audio documents					
6	Non-state organizations, storing audio documents					
7	State organizations, storing video documents					
8	Non-state organizations, storing video documents					

Name _____

Address _____

Telephone _____

E-mail address _____

Executed by _____

surname, first name and patronymic (if any), signature, telephone

Manager or person acting in his capacity

surname, first name and patronymic (if any), signature

Seal

(except persons who are private business entities)

Attachment
to the form intended
for collecting administrative data
“Consolidated passport of sources of
acquisition
of state archives of the Republic of
Kazakhstan”

Explanation on filling out the form intended for collecting administrative data “Consolidated passport of sources of acquisition of state archives of the Republic of Kazakhstan”

In columns 1 of table 1 “Information on organizations transferring management records to state archives”, table 2 “Information on management records”, table 3 “Information on

sources of acquisition of state, city, district archives storing scientific-technological records ”, table 4 “Information on film, photo, audio, video documents” the sequential number “№” is filled in.

In Table 1 “Information on organizations transferring management records to state archives”:

column 2 indicates the name of the indicators (state organizations specializing in acquisition of state archives, non-state organizations specializing in acquisition of state archives, state organizations specializing in acquisition of district and city archives, non-state organizations specializing in acquisition of district and city archives, consolidated departmental archives);

column 3 indicates the quantity;

column 4 indicates the number of full-time employees;

columns 5 and 6 indicate the number of coordinated with archival institutions (Column 5 - file nomenclature, Column 6 - instructions, records management rules);

column 7 indicates the number of rooms for storing documents;

column 8 indicates the number of organizations that have fully prepared documents for transfer to permanent storage.

In Table 2 “Information on management records”:

column 2 indicates the name of the indicators (state organizations storing management records of the profile of state archives acquisition, non-state organizations storing management records of the profile of state archives acquisition, state organizations storing management records of the profile of acquisition of district and city archives, non-state organizations storing management records of the profile of acquisition of district and city archives, management records stored in departmental archive associations);

column 3 indicates the total number of storage units;

columns 4 and 5 indicate the number of documents with a permanent storage period (in storage units (Column 4 - entered in inventories approved by the expert verification commission of the archival institution, Column 5 - stored beyond the established term);

columns 6 and 7 indicate the number of records on personnel (in storage units (Column 6 - total, Column 7 - entered in inventories approved by the expert verification commission of the archival institution);

column 8 indicates the number of files with a permanent storage period generated during the year (in storage units).

In Table 3 "Information on sources of acquisition of state, city, district archives storing scientific-technological records":

column 2 indicates the types of organizations (state organizations, non-state organizations);

column 3 indicates the number of premises for storing documents;

column 4 indicates the number of full-time employees;

column 5 indicates the number of storage units included in the inventories approved by the expert verification commission of the archival institution;

column 6 indicates the number of documents stored beyond the established term (in storage units);

column 7 indicates the total number of storage units.

In table 4 “Information on film, photo, audio, video documents”:

column 2 indicates the types of organizations (state organizations storing film documents, non-state organizations storing film documents, state organizations storing photo documents, non-state organizations storing photo documents, state organizations storing audio records, non-state organizations storing audio records, state organizations storing video documents, non-state organizations storing video documents);

column 3 indicates the number of organizations registered with the archival institution;

column 4 indicates the number of premises for storing documents;

column 5 indicates the number of full-time employees;

column 6 indicates the number of storage units included in the inventories approved by the expert verification commission of the archival institution;

column 7 indicates the number of units stored in excess of the established term (in storage units).