

On approval of the Rules of rendering paid types of activities for the sale of goods (works, services) by state archives, the money from which stays at their disposal and their spending of money received from the sale of goods (works, services)

Unofficial translation

Order of the Minister of Culture and Sport of the Republic of Kazakhstan of September 26, 2018 No. 275. Registered with the Ministry of Justice of the Republic of Kazakhstan on September 27, 2018 No. 17446.

Unofficial translation

Pursuant to paragraph 2 of Article 70 of the Budget Code of the Republic of Kazakhstan and subparagraph 2-6) of paragraph 2 of Article 18 of the Law of the Republic of Kazakhstan “On National Archival Fund and Archives” **I hereby ORDER:**

Footnote. Preamble as amended by the order of the Minister of Culture and Information of the Republic of Kazakhstan dated 25.12.2024 № 609-HK (effective ten calendar days after the date of its first official publication).

1. To approve the attached Rules of rendering paid types of activities for the sale of goods (works, services) by state archives, the money from which stays at their disposal and their spending of money, received from the sale of goods (works, services).

2. The Department of archival affairs and documentation, in accordance with the procedure, established by the law, to ensure:

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

2) within ten calendar days from the date of the state registration of this order, to send it electronically in Kazakh and Russian languages to the Republican state enterprise on the basis of the right of economic management “Republican Center for Legal Information” for official publication and inclusion into the Reference Control Bank of regulatory legal acts of the Republic Kazakhstan;

3) within two working days after the entry into force of this order, to post it 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, to submit the information to the Legal Department of the Ministry of Culture and Sports of the Republic of Kazakhstan on implementation of the measures.

3. Supervising vice-minister of culture and sports of the Republic of Kazakhstan Control shall be authorized to oversee the execution of this order.

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

"AGREED"

Minister of finance of the
Republic of Kazakhstan

_____ A. Smailov
" ____ " _____ 2018

Approved
by the order of the
Minister of culture and sports
of the Republic of Kazakhstan
dated September 26, 2018 № 275

The Rules of rendering paid types of activities for the sale of goods (works, services) by state archives, the money from which stays at their disposal and their spending of money, received from the sale of goods (works, services) Chapter 1. General provisions

1. These Rules for rendering paid types of activities for the sale of goods (works, services) by state archives, the money from which stays at their disposal and their spending of money, received from the sale of goods (works, services) shall determine the procedure for rendering paid activities for the sale of goods (works, services) by state archives, the money from which stays at their disposal, and their spending of money, received from the sale of goods (work, services).

Chapter 2. The procedure of rendering paid activities for the sale of goods (works, services) by the state archives, the money from which stays at their disposal

2. State archives shall render paid activities on sale of goods (works, services) specified in paragraph 1 of Article 17 of the Law of the Republic of Kazakhstan “On the National Archive Fund and Archives” (hereinafter referred to as the Law), with conclusion of an agreement on rendering paid services within the framework of civil legislation.

Footnote. Paragraph 2 - as reworded by Order № 229 of the Acting Minister of Culture and Sports of the Republic of Kazakhstan dated 26.07.2021 (shall come into effect ten calendar days after its first official publication).

3. The paid types of activities for the sale of goods (works, services) by the state archives shall include:

- 1) arrangement of archival documents;
- 2) on orders (applications) of individuals and legal entities, the conduct of courses and seminars on teaching modern basics of documentation and documentation management;
- 3) restoration, conservation, binding of archival files and documents, production of archival boxes;
- 4) making insurance copies, restoring the text of archival documents;

5) copying archival documents;

6) on orders (applications) of individuals and legal entities, the conversion of archival documents into electronic form, except for the archival documents, referred to in paragraph 1 of Article 15-1 of the Law;

7) on orders (applications) of individuals and legal entities,, the organization and conduct of documentary exhibitions;

8) on orders (applications) of individual and legal entities, the identification of information of genealogical and thematic nature;

9) development of the lists of documents, indicating the storage time, nomenclature of cases;

10) the publication and sale of methodical literature, collections of archival documents, educational and other publications;

11) depository storage of archival documents.

4. State archives shall place information indicating the list of paid activities for sale of goods (works, services) and price list for goods (works, services) sold by state archives in the buildings of state archives in a visible place, as well as on official websites of akimats of region, city of republican significance, the capital.

The price list for goods (works, services) sold by the state archives of regions, cities of republican significance, the capital, cities, districts shall be approved by the local executive body of the region, city of republican significance, the capital.

Footnote. Paragraph 4 - as reworded by Order № 229 of the Acting Minister of Culture and Sports of the Republic of Kazakhstan dated 26.07.2021 (shall be entered into force ten calendar days after the date of its first official publication).

5. State archives shall sell goods (works, services) to individuals and legal entities on the basis of a written application in any form.

6. Relationships, including the form of payment, for the sale of goods (works, services) on a fee basis between the state archive and individual or legal entities shall be governed by a civil law contract.

7. Payment for the sale of goods (works, services) by the state archives shall be made:

1) in a cashless form by transferring money to the control account of the paid services of the state archive;

2) in cash at the cash desk of the state archive on the basis of cash receipt vouchers with the obligatory use of cash registers.

Chapter 3. The order of spending money by the state archives, received from the sale of goods (works, services)

8. Money received from paid activities for the sale of goods (works, services) by public archives shall be spent in the following areas:

1) reinforcement of the material and technical base;

2) payments for labour of specialists hired for paid activities;

3) economic expenses (payment for communication services, payment for transportation services, payment for public utilities, repair of office equipment and computers, current repairs of the building, repair of service cars, purchase of items and materials for current purposes);

4) purchase of training aids, visual materials for training by orders (requests) of natural and legal persons, lease of premises;

5) acquisition of archival documents from natural and legal persons;

6) publication of collections of educational and methodical documents on archival sector, collections of archival documents, reference books and other publications on archival business;

7) restoration, conservation, binding of archive files and documents, production of archive cardboard boxes;

8) expenses related to participation in scientific, sectoral tenders, including public procurement.

Footnote. Paragraph 8 - as reworded by Order № 229 of the Acting Minister of Culture and Sports of the Republic of Kazakhstan dated 26.07.2021 (shall be put into effect ten calendar days after the date of its first official publication).

9. Plans for receipts and expenditures of money, received by the state archives from the sale of goods (work, services) remaining at their disposal shall be drawn up in accordance with the procedure, approved by the order № 540 of the Minister of Finance of the Republic of Kazakhstan dated December 4, 2014 “On approval of the Rules for the budget execution and its cash services” (registered in the Register of the state registration of regulatory legal acts under № 9934).