



On approval of forms of documents compiled (drawn up) when receiving, storing, recording and using documents of the National Archive Fund and other archival documents by departmental and private archives

Invalidated Unofficial translation

Order of the Minister of Culture and Sports of the Republic of Kazakhstan dated December 4, 2018 No. 343. Registered with the Ministry of Justice of the Republic of Kazakhstan on December 5, 2018 No. 17862. Abolished by Order of the Minister of Culture and Information of the Republic of Kazakhstan dated November 22, 2023 No. 458-NK.

Unofficial translation

Footnote. Abolished by Order of the Minister of Culture and Information of the Republic of Kazakhstan dated November 22, 2023 No. 458-NK (effective ten calendar days after the date of its first official publication).

In accordance with the Rules for receiving, storing, recording and using documents of the National Archive Fund and other archival documents by departmental and private archives, approved by Decree of the Government of the Republic of Kazakhstan No. 575 dated September 19, 2018 I hereby **ORDER**:

1. To approve:
 - 1) the form of the act of migration and rewriting of electronic documents in accordance with Annex 1 to this Order;
 - 2) the form of inventories of cases, documents of permanent storage in accordance with Annex 2 to this Order;
 - 3) the form of the inventory of cases on personnel according to Annex 3 to this Order;
 - 4) the form of an inventory of cases, documents of temporary (over 10 years) storage in accordance with Annex 4 to this Order;
 - 5) the form of the act on the allocation to destruction of documents not subject to further storage in accordance with Annex 5 to this Order;
 - 6) the form of the list of projects of products of industrial production and technological processes, objects of planning and capital construction, scientific and technical documentation on which is subject to transfer for state storage in accordance with Annex 6 to this Order;
 - 7) the form of the cover page in accordance with Annex 7 to this Order;

- 8) the card form of the topographic index in post-shelf life in accordance with Annex 8 to this Order;
- 9) order form for issuing cases to the Reading room and employees of the organization in accordance with Annex 9 to this Order;
- 10) the form of the act on the issuance of cases, documents for temporary use in accordance with Annex 10 to this Order;
- 11) the form of the book on the issuance of documents in accordance with Annex 11 to this Order;
- 12) the form of the usage list in accordance with Annex 12 to this Order;
- 13) the form of the substitute storage unit card in accordance with Annex 13 to this Order;
- 14) the form of a check list of the presence and status of cases, documents in the archival fund in accordance with Annex 14 to this Order;
- 15) the form of the act of checking the availability and condition of archival documents in accordance with Annex 15 to this Order;
- 16) the form of the accounting card for undetected archival documents in accordance with Annex 16 to this Order;
- 17) the form of the inventory book on receipt and disposal of documents according to Annex 17 to this Order;
- 18) the form of the case inventory in accordance with Annex 18 to this Order;
- 19) the form of the passport of the archive of the organization according to Annex 19 to this Order;
- 20) the form of the inventory register book of scientific and technical documentation in accordance with Annex 20 to this Order;
- 21) the form of the registration card of the scientific and technical documentation in accordance with Annex 21 to this Order;
- 22) the form of the inventory book of accounting scientific and technical documentation in accordance with Annex 22 to this Order;
- 23) the form of the log of registration of applications for the issue of an invention patent according to Annex 23 to this Order;
- 24) the form of the registration card of the electronic documents storage unit in accordance with Annex 24 to this Order;
- 25) the form of archive reference in accordance with Annex 25 to this Order.

2. The Department of Archives and Documentation of the Ministry of Culture and Sports of the Republic of Kazakhstan, in line with the procedure established by law, shall:

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

2) within ten calendar days from the date of State registration of this Order, send its soft copy in both Kazakh and Russian languages to the 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 Kazakhstan;

3) within two working days after its enactment, place 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, submit the information about the implementation of the measures to the Legal Department of the Ministry of Culture and Sports of the Republic of Kazakhstan.

3. Control over the implementation of this Order shall be entrusted to the supervising vice-minister of culture and sports of the Republic of Kazakhstan.

4. This Order shall become effective after its first official publication.

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

A. Mukhamediuly

Annex 1
to Order No. 343 of the
Minister of Culture and Sports
of the Republic of Kazakhstan as
of December 4, 2018,

Document form

The official name of the organization	Approved by

	(title, surname, initials of the head of the organization)

	(signature of the head of the organization)

	(date)

The Act of migration and rewriting of electronic documents

Place of compilation

Inventory of cases, documents № _____	Unit № _____
1	2

Characteristics of electronic documents before rewriting / migration:

_____ format, volume (MB), _____ number and numbers of storage units _____

Characteristics of electronic documents after rewriting / migration:

_____ format, volume (MB), _____ amount and numbers of storage units _____

Work completed (by): _____

(title, surname, initials, signature head of the organization)

Work accepted: _____

(title, surname, initials, signature of the head of departmental or private archive of the organization)

(date of acceptance of the work)

Amendments into filing documents are introduced by:

(title, last name, initials, signature of the person who amended filing documents)

(the date of amendment of filing documents)

A4 format (210X297)

Annex 2
to Order No. 343 of the
Minister of Culture and Sports
of the Republic of Kazakhstan
December 4, 2018

Form for case inventories, documents of permanent storage

	Approved by _____ (title, surname, initials of the head of the organization) _____ (signature of the head of the organization) _____ (date)
--	--

Inventory of cases, documents of permanent storage

Archive Fund No. ____

Inventory No. ____ cases, documents of permanent storage

(official name of the organization)

for _____ year (s)

Serial number	Reference case number	Title of the case (volumes, parts)	Deadlines of the case (volumes, parts)storage	The number of sheets in the case (volume, parts)	Notes
1	2	3	4	5	6

The name of the structural unit of the organization

Name of the section " _____ "

In this section (s) _____ inventories of cases, documents included

(section name)

_____ cases from No. ___ to No. ___, including:

(in numbers and words)

lettered numbers:

missed numbers:

(title, last name, initials, signature of the persons (s) who made up section (s) list)

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

Agreed

by protocol of the central expert commission (expert commission)

of the organization

as of _____ number ____

Approved by

protocol of the expert and inspection commission of the local executive

body (state archive)

as of _____ number ____

A4 format (210X297)

	Approved by _____ (title, last name, initials of the head of the organization) _____ (signature of the head of the organization) _____ (date)
--	--

Inventory of video records of permanent storage

Inventory No. ____

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

for _____ year (s)

Accounting Unit Number	Storage unit number	Index, production number	Document title	Author	Performer	Language	Date of record, rewriting	Video-recordings timing	Record type and format	Number of units		Composition of text accompanying documentation	Notes
										original	copy		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

In this section (s)

_____ Inventory entered _____ cases from number ___ to number ___, including:

(section name) (in numbers and words)

lettered numbers:

missed numbers:

_____ (title, last name, initials, signature of the persons (s) who made up section (s) list)

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

Agreed

by protocol of the central expert commission (expert commission)

of the organization

as of _____ number ____

Approved by

protocol of the expert and inspection commission of the local executive

body (state archive)

as of _____ number ____

A4 format (210X297)

	<p>Approved by</p> <p>_____</p> <p>(title, last name, initials of the head of the organization)</p> <p>_____</p> <p>(signature of the head of the organization)</p> <p>_____</p> <p>(date)</p>
--	--

Inventory of photo albums of permanent storage

Inventory No. ____

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

for _____ year (s)

Accounting Unit Number	Title of the album	Filming author	Deadlines of Photoprints	Place of filming	Number of photo prints	Composition of text accompanying documentation	External features	Note
1	2	3	4	5	6	7	8	9

In this section (s)

_____ Inventory entered _____ cases from number ___ to number ___, including:

(section name) (in numbers and words)

lettered numbers:

missed numbers:

(title, last name, initials, signature of the persons (s) who made up section (s) list)

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

Agreed

by protocol of the central expert commission (expert
commission)
of the organization

as of _____ number ____

Approved by

protocol of the expert and inspection commission
of the local executive
body (state archive)

as of _____ number ____

A4 format (210X297)

	Approved by

	(title, last name, initials of the head of the organization)

	(signature of the head of the organization)

	(date)

Inventory of photographic documents of permanent storage

Inventory No. ____

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

for _____ year (s)

Accounting unit number, storage unit	Production number	Title (abstract) of the document (the name of the slidefilm)	Filming author	Filming date	Place of filming
1	2	3	4	5	6

Table continuation

Number of storage units / meterage						Composition of text accompanyin g documentati on	Note
Negative	Double negative	Positive	Photoprint	Slide diapositive)	(Slide film		
7	8	9	10	11	12	13	14

In this section (s)

_____ Inventory entered _____ cases from number ____ to number ____
, including:

(section name) (in numbers and words)

lettered numbers:

missed numbers:

(title, last name, initials, signature of the persons (s) who made up section (s) list)

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

Agreed

by protocol of the central expert commission (expert commission)

of the organization

as of _____ number ____

Approved by

protocol of the expert and inspection commission of the local executive

body (state archive)

as of _____ number ____

A4 format (210X297)

	Approved by
	_____ (title, last name, initials of the head of the organization)
	_____ (signature of the head of the organization)
	_____ (date)

Inventory of electronic documents of permanent storage

Inventory No. ____

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

for _____ year (s)

Accounting Unit Number	Storage unit number	Headline	Deadlines for Accounting Units	Electronic Document Format	Volume (MB)	Composition of text (accompanying documentation)	Note
1	2	3	4	5	6	7	8

In this section (s)

_____ Inventory entered _____ cases from number __ to number __,

including:

(section name) (in numbers and words)

lettered numbers:

missed numbers:

(title, last name, initials, signature of the persons (s) who made up section (s) list)

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

Agreed
by protocol of the central expert commission (expert
commission)
of the organization
as of _____ number ____

Approved by
protocol of the expert and inspection commission
of the local executive
body (state archive)
as of _____ number ____

A4 format (210X297)

	Approved by

	(title, last name, initials of the head of the organization)

	(signature of the head of the organization)

	(date)

Inventory of scientific and technical documents of permanent storage

Inventory No. ____

(name of inventory with the official name of the organization)
for _____ year (s)

Accounting Unit Number	Object designation (products, topics)	Title of case	Author (Organization Developer)	Year of completion	Number of sheets			Note
					texting	graphic	photo	
1	2	3	4	5	6	7	8	9

In this section (s)

_____ Inventory entered _____ cases from number __ to number __,
including:

(section name) (in numbers and words)

lettered numbers:

missed numbers:

(title, last name, initials, signature of the persons (s) who made up
section (s) list)

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

Agreed
by protocol of the central expert commission (expert
commission)
of the organization
as of _____ number ____

Approved by
protocol of the expert and inspection commission
of the local executive
body (state archive)
as of _____ number ____

A4 format (210X297)

Annex 3
to Order No. 343 of the
Minister of Culture and Sports
of the Republic of Kazakhstan
as of December 4, 2018

Document form

	Approved by

	(title, last name, initials of the head of the organization)

	(signature of the head of the organization)

	(date)

Inventory of cases on staff

Archive Fund No. ____

Inventory No. ____ of personnel cases _____

—

(official name of the organization)

for _____ year (s)

Serial number	Reference case number	Title of the case (volumes, parts)	Dates of the case (volumes, parts)	The number of sheets in the case (volume, parts)	Note
1	2	3	4	5	6
The name of the structural unit of the organization					
Name of the section " _____ "					

In this section (s)

_____ Inventory entered on _____ cases from No. __ to No. __,

including:

(section name) (in numbers and in words)

lettered numbers: missing numbers:

(title, surname, initials, signature of the persons (s) who compiled the section (s) of inventory)

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

Agreed
by protocol of the central expert commission (expert
commission)
of the organization
as of _____ number ____

Approved by
protocol of the expert and inspection commission
of the local executive
body (state archive)
as of _____ number ____

A4 format (210X297)

Annex 4
to Order No. 343 of the
Minister of Culture and Sports of
the Republic of Kazakhstan
as of December 4, 2018,

Document form

	Approved by
	_____ (title, surname, initials of the head of the organization)
	_____ (signature of the head of the organization)
	_____ (date)

Inventory of cases, documents of temporary (over 10 years) storage

Archive Fund No. ____

Inventory No. ____ of personnel cases _____

(official name of the organization) for _____ year (s)

Serial number	Reference case number	Title of the case (volumes, parts)	Dates of the case (volumes, parts)	Retention period	The number of sheets in the case (volume, parts)	Note
1	2	3	4	5	6	7
The name of the structural unit of the organization						
Section name " _____ "						

This section (s) of

_____ has been entered into _____ cases
from

No. __ to No. __, including:

(name of section)

(in numbers and in words)

lettered numbers:

missing numbers:

(title, last name, initials , the signature of the person (s)
who compiled the inventory section (s)

(the date of the inventory section (s))

Agreed by the

protocol of the central expert

commission (expert commission) of the organization

dated _____ № _____

A4 format (210X297)

Annex 5
to Order No. 343 of the
Minister of Culture and Sports
of the Republic of Kazakhstan
as of December 4, 2018,

Document form

Approved by

The official name of the
organization

(title, surname,
initials of the head of the organization)

(signature of the head of the organization)

(date)

Act

of the allocation to the destruction of non-storable documents

Place of preparation

Based _____

(name of the list of standard documents produced during the work

public and private organizations, with an indication of the retention period or

sectoral (departmental) list of the documents produced during the work

governmental and nongovernmental organizations, with an indication of the retention period)

selected for the destruction as documents without scientific and historical values that have lost

practical significance of the case, and documents of the archive fund

(number and name of the archive fund)

Serial Number	Case Title or Group Case Title	Case date or deadlines	Index of a case (volume, part) by item or case number in inventory	Number of cases (volumes, parts)	Retention period of the case (volume, part) and the number of items (sub-items) on the List	Note
1	2	3	4	5	6	7

Total _____ cases and documents for _____ year (s)
(in figures and in words)

The annual sections of the inventory of cases, documents of permanent storage for _____ year (s)

approved, personnel approved by the protocol of the expert and inspection commission

(name of the local executive body, republican
_____ of _____
(state archive) (date and Number)

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

Agreed
by protocol of the central expert commission (expert
commission)
of the organization
as of _____ number _____

Approved by
protocol of the expert and inspection commission
of the local executive
body (state archive)
as of _____ number _____

A4 format (210X297)

Document form

The official name of the organization

Approved by

(title, surname,
initials of the head of the organization)

(signature of the head of the organization)

(date)

The list of projects of products of industrial production and technological processes, objects of planning and capital construction, scientific and technical documentation on which is subject to transfer for state storage

(type of scientific and technical documentation)
for _____ year (s)
serial number _____

Serial number	Designation of documentation (index of documentation (development))	The name of the scientific and technical documentation (development)	Stage	Year of completion of the documentation (development)	Organizations that participated in the creation of documentation (development)	Number of units	Justification of the selection of documents for state storage	Note (term of transfer to the state archive)
1	2	3	4	5	6	7	8	9

In total, this list includes

_____ documentation (development) from № _____ to № _____.

(name, surname, initials, signature of the head of the departmental (private) archive)

Agreed

by protocol of the central expert commission (expert commission)

of the organization

as of _____ number _____

Approved by

protocol of the expert and inspection commission of the local executive

body (state archive)

as of _____ number _____

A4 format (210X297)

Front page form sheet

(name of State Archives)¹

(the name of the archive fund)

(location)

of the Archival fund number _____

Inventory number _____

(title inventory)

Dates cases, documents _____

¹ To be completed in the State Archives

Form

The front side of the topographic index card

Shelving unit number _____				Archive number _____	
Cabinet No.	Shelf No.	Archive Fund No.	Inventory of cases, documents No.	Cases from No __ to No __	Note
1	2	3	4	5	6

The reverse side of the topographic index card

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

A6 format (148X105)

Document form

Name of the departmental (private)
archive of the organization

The order for the issuance of cases
to the reading room and
employees of the organization
№ _____

_____ (place of creation)

I authorize the issuance of cases to the reading room
and employees of the organization

(title, surname, initials of the
head of the organization)

(signature of the head of the organization)

(date)

(surname, initials of the individual, employee of the structural unit)

(purpose of use, including the indication of the topic of research, study)

Archive Fund No.	Inventory of cases, documents No.	Storage Unit No.	Title of the Storage Unit	User acknowledgement of receipt	Acknowledgement of receipt of an employee of the reading room
1	2	3	4	5	6

A5 format (148x215)

Annex 10
to order No. 343 of the
Minister of Culture and Sports
of the Republic of Kazakhstan
as of December 4, 2018

Document form

**The State Emblem of the Republic of Kazakhstan
or the emblem (trademark) of the organization**

The official name of the organization
(in the state language)

(date)

Place of publication
(in the state language)

The official name of the organization
(in Russian or another language)

№ _____

Place of publication
(in Russian or any other language)

**Act
on issuing cases, documents for temporary use**

On the basis of _____ the following storage units are issued from the archival fund _____

(number, name of the archive fund)

For _____ (purpose of issue)

Serial number	Inventory of cases, documents No.	Storage unit number	Storage Unit Header	Dealines	Number of sheets	Note
1	2	3	4	5	6	7

Total issued _____ storage units, the period of return of cases, (in figures and in words) documents _____

The terms of temporary use by the person receiving the case, the documents for temporary use:

1) the cases, the documents received for temporary use shall be in an ordered state, hemmed, in covers, with numbered sheets and witness signs;

2) cases, documents received for temporary use are not provided for use by unauthorized persons, copies, extracts and certificates shall not be issued for them, documents are not published without permission of the organization that issued the cases;

3) cases, documents received for temporary use, shall be returned to the departmental (private) archive of the organization in the period specified in the act. The person who receives the case documents shall be warned about liability in case of destruction of documents of the National Archive Fund in accordance with Article 509 of the Code of the Republic of Kazakhstan "On Administrative Offenses" dated July 5, 2014.

(title, last name, initials,
signature of the head of the organization
issuing the case, documents)

(title, last name, initials,
signature of the head of the organization
receiving the case, documents)

(job title, surname, initials, signature of the person who issued the case, documents for temporary use)

(date of issue of cases, documents)

(position, surname, initials, signature of the person who received the case, documents for temporary use)

(date of issue of cases, documents)

Cases, documents returned in full, in orderly state, hemmed and in covers.

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

(date of issue files, documents)

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

(date of the issue of cases, documents)

Format A4 (210X297)

Annex 11
to Order No. 343 of the
Minister of Culture and Sports
of the Republic of Kazakhstan
as of December 4, 2018

Document form

Book for issuing documents

Serial number	Date of issue	Archival Fund No.	Inventory of cases, documents No.	Storage Unit No.	Issued to	Acknowledgement of Receipt	Return date	Refund Policy	Note
1	2	3	4	5	6	7	8	9	10

Total in the year _____ issued from the archive number _____

(in numbers and in words)
of storage units.

(title of the position, surname, initials, signature of the person who prepared the final record)

Format A4 (210X297)

Document form
Name of the organization _____

Usage sheet

Archive Fund No. _____ Inventory of Cases, Documents No. _____
Case No. _____
Name of the Archive Fund _____

_____ Title of the Case _____

Date of use	Issued to (surname, initials)	Nature of use (copy, checkout, review, etc.)	Used Sheet Numbers	Signature of the person using the document
1	2	3	4	5

A4 format (210X297)

Document form

Substitute Storage Unit Card Issued							
Archival Fund Number	Number of case records, documents	Storage unit number	Issued to	Date of issue	Signature	Return date	Signature

A4 format (210X297)

Document form

Checklist for availability and status of documents in the archive fund

for the availability and status of cases, documents of the archive fund

_____ (number, name of the archive fund) checked by

(position, surname and initials of the person (s) who checked files, documents)

Availability of documents											
Inventory number s	Number of storage units listed by inventory	Technical mistakes identified						Listed by inventory as a result of the elimination of technical errors	Number of storage units issued for temporary use	Not available	Available (describe d)
		Letter numbers that are not reflected in the final record		Missing numbers that are not reflected in the final record		Others, resulting in a volume					
		not counted	not listed but counted in scope	not counted	not listed but counted in scope	increased by	decreased by				
1	2	3	4	5	6	7	8	9	10	11	12

Table continuation

Availability of documents			Document Status									
There are not included in the inventory (temporary ciphers of unordered storage units)			Storage unit numbers requiring:					recovery fading texts	Number s of storage units irreparably damaged			Note
			disinfection	pest control	restoration	binding or filing						
13	14	15	16	17	18	19	20	21	22	23	24	

The total number of storage units available and those not included in the inventory

(in numbers and in words)

(position, surname, initials, signature of the person (s) who carried out the verification of cases, documents)

(date of the examination of cases, documents)

Note: Relevant clarifications shall be given when checking the availability and status of audiovisual and machine-readable (electronic) documents.

Document form

The official
name of the organization

Approved by

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

(signature of the head of the organization)

(date)

Act of checking the availability and condition of archival documents

Place of drawing up

Archive Fund No. _____

Name of the Archive Fund _____

_____.

Inventory numbers _____

_____.

The check was conducted from _____ to _____

_____.

The audit established that:

1. The total number of inventories files, documents _____ files,
Documents

(in figures and words),

including inventories of files, documents approved (agreed) _____

_____ (name of local executive body (State Archives)

_____ files, documents.

(in figures and words)

2. Total amount of documents, cases _____ that are
not available,

including _____ (in figures and words)

of inventories files, documents approved (agreed) _____

(name of local (State Archives)

executive body

_____ files, documents.

(in numbers and in words)

3. Have lettered numbers:

1) not taken into account in the final records of the inventories of _____
_____ cases,

documents; (in figures and in words)

2) not listed, but recorded in the final records of inventories of _____
_____ cases,

(in figures and in words)

documents.

4. Missing numbers:

1) not taken into account in the final records of inventories of _____
_____ cases,

documents; (in figures and in words)

2) not listed, but recorded in the final records of the inventories of _____
_____ cases,

(in figures and in words)

documents;

5. Incorrectly placed cases related to other archival funds, _____
affairs, documents.

(in figures and in words)

6. On this archival fund, _____ cases, documents (included in
inventories) are available.

(in figures and in words)

7. There are cases and documents that are not included in the list of cases of _____

(in numbers and words)

8. In total, _____ cases, documents are available
in this

(in figures and in words)

archival fund (included and not included in the inventory of cases), of which:

1) _____ cases requiring
disinfection;

(in figures and in words)

2) requiring dis-insection _____ cases,
documents;

(in figures and in words)

3) requiring restoration of _____ cases,
documents;

(in figures and in words)

4) requiring the binding and filing of _____ cases,
documents;

(in figures and in words)

5) fading texts requiring restoration, _____ cases,
documents;

(in numbers and words)

6) incorrigibly damaged _____ cases,
documents;

(in figures and in words)

7) requiring technical streamlining of _____ cases,
documents;

(in figures and words)

8) issued for temporary use of _____ cases,
documents;

(in figures and words)

9. General characteristics of the status of cases and the conditions of storage, the
documents,

the main negative phenomena affecting the state and the conditions of storage of
files,

documents _____

(position, surname, initials, signature of the employee (s) of departmental

Annex: checklists for the availability and status of cases on _____ sheets, in _____
copy

in the state and Russian languages.

(date of the report)

A4 format (210X297)

Annex 16
to Order No. 343 of the
Minister of Culture and Sports
of the Republic of Kazakhstan
as of December 4, 2018

Document form

The front side of the record card for undetected archival documents

Archive Fund No. _____

In _____

(name of the archive)

(name of the archival fund)

(date of non-discovery of the document)

Number of case records, documents	Storage unit number	Storage Unit Header	Deadline	Number of sheets (playing time, footage)
-----------------------------------	---------------------	---------------------	----------	--

The downside of the record card for undetected archival documents

Search progress mark	Result of the search
----------------------	----------------------

A6 format (148 x 105)

Annex 17
to Order No. 343 of the
Minister of Culture and Sports
of the Republic of Kazakhstan
as of December 4, 2018

Document form

Book for accounting of receipt and disposal of documents

Serial number	Date of receipt or disposal of the document	Name of organization (structural unit, official, archive) from which documents were received or dropped	Name, number and date of the document on which documents were received or dropped	Name and number of the archival fund, inventory of incoming or outgoing documents	Deadline for incoming or outgoing documents
1	2	3	4	5	6

Table continuation

Receipt of the described documents			Disposal of the documents described			Undescribed cases, documents, sheets		Note
Number of cases			Number of cases					
permanent storage	temporary (over 10 years)	by staff	permanent storage	temporary (over 10 years)	by staff	arrived	dropped out	
7	8	9	10	11	12	13	14	15

Total in _____ year _____ storage units arrived, including:

(in numbers and in words)

(the totals are shown separately in columns 7, 8, 9, 13 of this book);

_____ units of accounting (documents, sheets) were dropped,
including:

(in figures and in words)

(the totals are shown separately in columns 10, 11, 12, 14 of this book).

(name of the position, surname, initials, signature of the person who compiled the
final annual record)

(title of the position, surname, initials, signature of the head of the departmental (private) archive)

(date of completion)

Format A3 (297 x 420)

Annex 18
to Order No. 343 of the
Minister of Culture and Sports
of the Republic of Kazakhstan
as of December 4, 2018

Document form

Case inventory sheet

Archives number _____ Inventory files, documents № _____ Case number _____

In case bound and numbered _____ sheet (s), including:

lettered numbers list (s) _____;

missing sheet numbers (s) _____;

numbered blank sheet (s) _____;

sheet (s) of internal inventory _____.

Documents taken as attachments and applications not to be numbered

(types of documents and their number)

Features of the formation, design, physical condition and accounting case documents	Sheet numbers
1	2
1. Brochures and other print editions 2. Leaflets 3. Cut-outs from newspapers 4. Postcards 5. Envelopes 6. Post stamps 7. Fiscal stamps 8. Postage stamps and other stamps 9. Special post stamps 10. Wax stamps 11. Photo documents 12. Maps, plans, drawings and other scientific and technical documentation 13. Drawings, engravings, watercolors 14. Autographs of prominent figures 15. Glued sheets 16. Loss of parts of sheets 17. Fading text	

(position, surname, initials, signature of the person filling out the case inventory sheet)

(date of completion)

A4 format (210 x 297)

Note: 1. The case inventory sheet shall be compiled to take into account the number of sheets in the case and fix the numbering features.

2. The case inventory sheet shall be drawn up on a separate sheet (sheets) and stitched at the end of the case.

3. The amount of numbered sheets and the amount of sheets of the inner inventory of documents of the case shall be specified separately in the case inventory sheet in figures and letters via the sign "+" (plus).

4. The following peculiarities of numbering, design and physical status of case documents shall be noted in the witness sheet:

1) means of postal circulation (stamps of all kinds, envelopes, postcards, forms, stamps, seals);

2) stamps and their prints;

3) autographs of prominent state and public figures, figures of science, technology and culture;

- 4) photographic documents;
- 5) drawings, prints and watercolors;
- 6) large format documents;
- 7) glued sheets, damaged documents;
- 8) sheets with pasted photographs, documents;
- 9) envelopes with attachments and the number of sheets (objects) enclosed therein;
- 10) documents having independent numbering (including typographical materials), and the number of their sheets (pages).

5. If there are several features of a document on one sheet of a case, then the number of this sheet shall be entered in column 2 of the inventory case sheet against each position of column 1.

6. If there are several stamps and other materials on one sheet of the document, then their amount shall be indicated in column 2 in brackets after the number of the sheet of the case.

7. If there are items in the case, the numbering of which is impossible due to the nature of the material from which they are made (glass, metal, cloth, etc.), then the number of sheets between which the item is located shall be specified in column 2.

8. All subsequent changes in the composition and status of the case (damage, replacement of original documents with copies, accession of new documents) shall be noted in the inventory sheet with reference to the relevant act.

9. The case inventory sheet shall not be numbered.

A4 format (210X297)

Annex 19
to Order No. 343 of the
Minister of Culture and Sports
of the Republic of Kazakhstan
as of December 4, 2018

Document form

To whom it may concern

(the official name and address of the state archive)

To whom it may concern

(the official name and address of the organization, part of the archive organization passport)

(ownership organization, file organization passport component)

**Passport of the archive of organization
on December 1 _____**

To organize the storage of scientific and technical documentation, the following four sections shall be completed:

Section 1. General Information

Serial number	Indicators	Number of storable units			
		Total	deadlines		stored over a fixed (contractual) period
			initial	terminal	
1	2	3	4	5	6
	Research				
	Designer				
	Technological				
	Project				
	Other types				
	Total				

Section 2. Scientific and technical documentation related to the composition of the National

Archive Fund of the Republic of Kazakhstan

Serial number	Indicators	The number of lists of projects, issues, scientific and technical documentation for which the documents are subject to transfer to the state storage	Deadlines		Number of units			
			initial	terminal	entered in the inventory of documents	deadlines		stored over a fixed (contractual) period
						initial	terminal	
1	2	3	4	5	6	7	8	9
	Research							
	Designer							
	Technological							
	Project							

	Other types							
	Total							

Section 3. Administrative Documentation

Serial number	Indicators	Number of units						
		Total	Deadlines		Indicate those included in the inventory of cases, documents, approved (agreed) by the expert-verification commission of the local executive body (state archive)			stored over a fixed (contractual) period
			initial	terminal	Total	Deadlines		
						initial	terminal	
1	2	3	4	5	6	7	8	9
1	Permanent storage							
2	By staff							

Section 4. Personnel

Serial number	Types of archives	Number of full-time employees
1	2	3
1	Scientific and technical documentation	
2	Administrative documentation	

Document storage conditions:

archives: yes, no; dry, wet; light, dark (underline as appropriate);

heating: central, stove, absent (underline as appropriate);

shelves: metal, wooden, combined, no (underline as appropriate);

cabinets: wooden, metal; no (underline as appropriate);

signalization: fire: yes, no (underline as appropriate);

security: yes, no (underline as appropriate);

reading room: yes, no (underline as appropriate);

Temperature and humidity conditions: observed, not observed (underline as appropriate).

To organize the storage of electronic documents, the following two sections shall be completed:

Section 1. Information on electronic documents

Serial number	Indicators	Number of specific	Information on electronic documents				
			number of electronic	volume of recorded	deadlines		

		information resources	Volume of recorded information	document storage units	information (Mb)	initial	terminal
1	2	3	4	5	6	7	8

Section 2. Personnel

Serial number	Types of archives	Number of full-time employees
1	2	3
1	Electronic documents	

Document storage conditions:

archives: yes, no; dry, wet; light, dark (underline as appropriate);

heating: central, stove, no (underline as appropriate);

shelves: metal, wooden, combined, no (underline as appropriate);

cabinets: wooden, metal; no (underline as appropriate);

signalization: fire: yes, no (underline as appropriate);

security: yes, no (underline as appropriate);

reading room: yes, no (underline as appropriate);

Temperature and humidity conditions: observed, not observed (underline as appropriate).

The following five sections shall be filled in for organizing the storage of audiovisual documentation:

Section 1. Film documents

Serial number	Indicators	Number of units						
		Total	deadlines		those included in the inventory of cases, documents, approved (agreed) by the expert-verification commission of the local executive body (state archive)	stored over a fixed (contractual) period		
			initial	terminal		Total	deadlines	
							initial	terminal
1	2	3	4	5	6	7	8	9
1	On 35 mm film strip							
2	On 16 mm film strip							

Section 2. Photo Documents

		Number of units				
			deadlines		Those included in the inventory of cases, documents, approved (agreed) by the expert-verification	stored over a

Serial number	Indicators		Total	initial	terminal	commission of the local executive body (state archive)		fixed (contractual) period	
						Total	deadlines		
							initial		terminal
1	2	3	4	5	6	7	8	9	
1	Negatives	black and white							
		colored							
2	Positives on film strip, dia-positives (slides)	black and white							
		colored							
3	Photo prints								
4	Photo albums	number of albums							
		number of shots							

Section 3. Phonodocuments

Serial number	Indicators	Number of units						stored over a fixed (contractual) period	
		Total	deadlines		Those included in the inventory of cases, documents, approved (agreed) by the expert-verification commission of the local executive body (state archive)	Total	deadlines		
			initial	terminal			initial		terminal
1	2	3	4	5	6	7	8	9	
1	Magnetic records								
2	Gramophone records								
3	Records on other media								

Section 4. Video Documents

Serial number	Indicators	Number of units						stored over a fixed (contractual) period	
		Total	deadlines		Those included in the inventory of cases, documents, approved (agreed) by the expert-verification commission of the local executive body (state archive)	Total	deadlines		
			initial	Terminal			initial		terminal
1	2	3	4	5	6	7	8	9	

					Total	initial	terminal	
1	2	3	4	5	6	7	8	9

Section 5. Personnel

Serial number	Types of archives	Number of full-time employees
1	2	3
1	Film library	
2	Photo libraries	
3	Record libraries	
4	Video libraries	

Document storage conditions:

archives: yes, no; dry, wet; light, dark (underline as appropriate);

heating: central, stove, absent (underline as appropriate);

shelves: metal, wooden, combined, no (underline as appropriate);

cabinets: wooden, metal; no (underline as appropriate);

signalization: fire: yes, no (underline as appropriate);

security: yes, no (underline as appropriate);

reading room: yes, no (underline as appropriate);

Temperature and humidity conditions: observed, not observed (underline as appropriate).

The following three sections shall be filled in to store management records:

Section 1. General Information

Serial number	Number of archive funds	Square of archives in square meters	Capacity of archives in percent
1	2	3	4

Section 2. Information about documents

Serial number	Indicators	Number of units								
		Total	deadlines		Those of them included in the inventories approved (agreed) by the expert-verification commission of the local executive body (state archive)	Total	deadlines		stored over a fixed (contractual) period	formed in the year (of deeds, documents)
			initial	terminal			initial	terminal		
1	2	3	4	5	6	7	8	9	10	
1	Permanent storage									
2	By staff									

Section 3. Personnel

Serial number	Number of full-time employees
---------------	-------------------------------

Document storage conditions:

archives: yes, no; dry, wet; light, dark (underline as appropriate);

heating: central, stove, no (underline as appropriate);

shelves: metal, wooden, combined, no (underline as appropriate);

cabinets: wooden, metal; no (underline as appropriate);

signalization: fire: yes, no (underline as appropriate);

security: yes, no (underline as appropriate);

reading room: yes, no (underline as appropriate);

Temperature and humidity conditions: observed, not observed (underline as appropriate).

(position, last name, initials, signature of the head of the organization, part of the organization's passport archive)

(the date of filling in the passport of the organization's archive)

(position, surname, initials, signature, telephone number of the person who filled in the passport of the organization's archive)

Format A3 (297x420)

Annex 20
to Order No. 343 of the
Minister of Culture and Sports of
the Republic of Kazakhstan
as of December 4, 2018

Document form

Inventory book of scientific and technical documentation

Inventory number of accounting unit	Date of creation of the accounting unit	Accounting unit designation	Number of sheets	Format	Accounting Unit Name	Issued by	Signature of acceptance of documents	Note
1	2	3	4	5	6	7	8	9

Total _____ year received _____ units of account. (in numbers and in words)

(title of the position, surname, initials, signature of the person who prepared the final annual record)

(position, name, initials, signature of the head of the departmental (private) archive of the organization)

(date of compilation)

Format A3 (297X420)

Annex 21
to Order No. 343 of the
Minister of Culture and Sports
of the Republic of Kazakhstan
as of December 4, 2018

Document form

The front side of the registration card of scientific and technical documentation

Number of the complex	Object number
Object cipher	
Name of the complex	
Object name	
Project stage	
Year of development	
Developing Department	
Chief Project Engineer	
Technological organization	
Note	

The downside of the registration card of scientific and technical documentation

Date	Inventory number	Mark and sheet numbers	Number of sheets	Storage
1	2	3	4	5

A5 format (148X210)

Annex 22
to Order No. 343 of the
Minister of Culture and Sports
of the Republic of Kazakhstan
as of December 4, 2018,

Document form

Inventory book for accounting research documentation

Serial number	Designation	Receipt date	Stage	Topic title and number	Registration number	Developer	Leader (executive officer)	Number of sheets	Amount and number of copies	Disposal mark	Note
1	2	3	4	5	6	7	8	9	10	11	12

Totally _____ units of storage were received in _____
(in numbers and in words)

_____ units of storage were dropped out.
(in numbers and in words)

(position, surname, initials, signature of the person who prepared the final annual record)

(position, surname, initials, signature of the head of the departmental (private) archive of the organization)

(date of compilation)
Format A3 (297X420)

Annex 23
to Order No. 343 of the
Minister of Culture and Sports of
the Republic of Kazakhstan
as of December 4, 2018

Document form

Application registration log for the issue of an invention patent

Serial number	Date of application	Incoming application number	Patent number	Country	Title of invention	Authors	Applicant	Patent Attorney	Address, telephone number, fax	Expert	Amount of paid duty, date and number of payment document
1	2	3	4	5	6	7	8	9	10	11	12

A4 format (210X297)

Annex 24
to Order No. 343 of the
Minister of Culture and Sports of

Document form

**The front side of the account card of the
unit storage of electronic documents**

Name of the organization from which the documents were received	Accounting Unit Title	Storage unit number	Mark about the availability of copies of documents on electronic media	Receipt date
Format	Type of media	Volume in MB	Number of records for the database	Date of creation
Retention period	Storage place	Notes		Signature of person who made an entry

**The downside of the account card of the
storage unit of electronic documents**

Type of work (rewriting, migration)	The number of the act of rewriting and migration	Date	New format	Volume in MB	Type of media	Storage unit numbers	Signature of person who made an entry
-------------------------------------	--	------	------------	--------------	---------------	----------------------	---------------------------------------

A5 format (148X210)

Annex 25
to Order No. 343 of the
Minister of Culture and Sports
of the Republic of Kazakhstan
as of December 4, 2018

Document form

(archive name, postal code, address, telephone number, fax)

Archive transcript

_____ No. _____
on number _____ dated _____

Destination

Ground:

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

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

Stamp of the archive
A4 format (210X297)

© 2012. «Institute of legislation and legal information of the Republic of Kazakhstan» of the Ministry of
Justice of the Republic of Kazakhstan