

*"Ratified by"*

President of the Republic of Armenia

R. Kocharyan

22 February 2002

GOVERNMENT OF THE REPUBLIC OF ARMENIA

DECISION

No 168 of 22 February 2002

city of Yerevan

ON APPROVING THE PROCEDURE FOR TRANSFERRING EXPIRED INFORMATION,  
INFORMATION COMPRISING STATE AND OFFICIAL SECRET THAT HAS BEEN  
DECLASSIFIED TO THE NATIONAL ARCHIVES OR DESTROYING THE INFORMATION

Pursuant to Article 16 of the Law of the Republic of Armenia "On state and official secret", the Government of the Republic of Armenia **decides:**

To approve the procedure for transferring expired information, information comprising state and official secret that has been declassified to the National Archives or destroying the information (attached).

Prime Minister  
of the Republic of Armenia

A. Margaryan

*Approved by*  
*Decision of the Government*  
*of the Republic of Armenia*  
*No 168 of 22 February 2002*

## PROCEDURE

*for transferring expired information, information comprising state and  
official secret that has been declassified to the National Archives or  
destroying the information*

1. This procedure shall regulate the process of transferring expired information, information comprising state and official secret that has been declassified to the National Archives or destroying the information.
2. Expired information, information comprising state and official secret that has been declassified (documents containing such information) shall be an integral part of the fund of the National Archives of Armenia.
3. The state bodies and organisations possessing information comprising state and official secret shall — within three months after the expiry of the time limit for its retention and declassification — transfer the information comprising state and official secret (documents containing such information) to the National Archives of the Republic of Armenia (hereinafter referred to as "the National Archives" ) for maintenance.
4. Declassified documents containing expired information, information comprising state and official secret shall — after the expert appraisal thereof — be transferred to be kept in custody of the National Archives for maintenance according to the relevant lists (Form No 1 attached). The transfer of documents

shall be formalised based on transfer and acceptance act made in 2 copies (Form No 2 attached). One of the copies of the act shall be kept with the state body or the organisation possessing the information, another one — in the National Archives.

5. Before transferring declassified documents containing information comprising state and official secret to the National Archives, the representative of the National Archives shall check the physical and sanitary and hygienic condition of the records. In case of revealing inaccuracies, the National Archives shall draw up a relevant act. The inaccuracies shall be eliminated at the expense of the funds of the state body or the organisations.
6. Declassified documents containing expired information, information comprising state and official secret shall — after being checked sheet by sheet — be transferred according to the relevant lists. A note shall be made on all the copies of the lists regarding the transfer of the documents to the National Archives. In case of discrepancy revealed between the summary record made in the list and the records (files) available, a new summary record shall be made in the list in which the quantity of the records (files) actually available and the numbers of missing records (files) are indicated. The body or the organisation possessing the mentioned information shall be responsible for the missing records (files).
7. A relevant act shall be drawn up for the records containing information comprising state and official secret that are subject to destruction (Form No 3 attached). The records shall be subject to destruction as prescribed by the legislation of the Republic of Armenia.