

"Ratified by"

President of the Republic of Armenia R. Kocharyan

19 November 2005

GOVERNMENT OF THE REPUBLIC OF ARMENIA

DECISION

No 1896-N of 20 October 2005

**1416. ON APPROVING THE PROCEDURE FOR TRADITIONAL CUSTODY
OF THE ARCHIVAL HOLDINGS OF THE REPUBLIC OF ARMENIA AND THE LIST
OF STATE BODIES, STATE INSTITUTIONS AND ORGANISATIONS PROVIDING
CUSTODY OF DEPOSITED HOLDINGS**

In accordance with Article 4 of the Law of the Republic of Armenia "On archive keeping", the Government of the Republic of Armenia hereby decides to:

1. Approve:

- (a) the Procedure for traditional custody of the archival holdings of the Republic of Armenia, pursuant to Annex No 1;
- (b) the list of the state bodies, the state institutions and the organisations providing custody of archival deposits of the Republic of Armenia, pursuant to Annex No 2.

2. This Decision shall enter into force on the day following its official promulgation.

**Prime Minister
of the Republic of Armenia**

A. Margaryan

8 November 2005

Yerevan

**PROCEDURE FOR
CUSTODY OF THE ARCHIVAL DEPOSITS OF THE REPUBLIC OF ARMENIA**

1. This Procedure shall establish the process of custody of deposited materials of archival holdings of the Republic of Armenia (hereinafter referred to as "materials of the ACRA") by the state bodies, the state institutions and the organisations (hereinafter referred to as "the organisations").
2. This Procedure shall apply to the materials containing state and official secret after the declassification thereof.
3. The custody of deposited materials of the ACRA shall be performed for up to 40 years after expiry of the time limit prescribed by Article 19 of the Law of the Republic of Armenia "On archive keeping".
4. The custody of declassified deposited materials shall be performed after their declassification, for up to 50 years starting from the moment of creating such materials, unless another procedure is envisaged by the legislation of the Republic of Armenia.
5. The organisation and the state archives shall — after expiry of the time limit prescribed by Article 19 of the Law of the Republic of Armenia "On archive keeping" and part 5 of Article 16 of the Law of the Republic of Armenia "On state and official secret" — draw up acts on accepting the materials of the ACRA by the state archives for permanent custody and transferring the deposited materials by the state archives to the organisation for custody, unless another procedure is provided for by the legislation of the Republic of Armenia.

6. During the custody of the deposited materials of ACRA, they shall be accessioned, recorded, retained and used as prescribed by the legislation of the Republic of Armenia and the agency acts of the authorized state body responsible for the management in the field of archive keeping.
7. In the organisations the materials of the ACRA shall be used in the reading halls designated and equipped for that purpose.
8. Scientific and methodical assistance in organising the accessioning, stocktaking, custody and use of the materials of the ACRA at organisations shall be performed by the "National Archives of Armenia" state non-commercial organisation, to which the organisations submit the annual Administrative Statistical Report on the accessioning, stocktaking, custody and use of the materials of the ACRA, pursuant to the sample form.

**Minister-Chief of Staff of the Government
of the Republic of Armenia**

M. Topuzyan

ADMINISTRATIVE STATISTICAL REPORT

ON ACCESSIONING, STOCKTAKING, CUSTODY AND USE OF THE MATERIALS OF THE ARCHIVAL HOLDINGS OF THE REPUBLIC OF ARMENIA

(Name and place of location of the state body, state institution, organisation)

Available as of 1 January 200_		Including						Organising activities with users		
		Records management		Scientific and technical		staff related				
Quantity of files	Date of creation/ updating	Quantity of files	Date of creation/ updating	Quantity of files	Date of creation/ updating	Quantity of files	Date of creation/ updating	Number of users	Quantity of files provided for use	Quantity request
1	2	3	4	5	6	7	8	9	10	11

Head of the archives (responsible specialist) _____
(signature) (name, surname)

Submitted to the "National Archives of Armenia" SNCO until 1 February 200_

Executer _____
(signature) (name, surname)

Tel.: _____

_____ 200

Annex No 2 to
Decision of the Government
of the Republic of Armenia No 1896-N
of 20 October 2005

LIST OF
STATE BODIES, STATE INSTITUTIONS AND ORGANISATIONS PROVIDING
CUSTODY OF ARCHIVAL DEPOSITS OF THE REPUBLIC OF ARMENIA

1. Staff of the President of the Republic of Armenia
2. Staff of the National Assembly of the Republic of Armenia
3. Staff of the Government of the Republic of Armenia
4. Ministry of Foreign Affairs of the Republic Of Armenia
5. Ministry of Defence of the Republic of Armenia
6. National Security Service adjunct to the Government of the Republic of Armenia
7. Police of the Republic of Armenia adjunct to the Government of the Republic of Armenia
8. Geological Agency of the Staff of the Ministry of Nature Protection of the Republic of Armenia
9. Inspectorate for the Use of Atomic Energy, Nuclear and Radiation Safety of the Staff of the Ministry of Nature Protection of the Republic of Armenia
10. "State Hydrometeorological and Monitoring Service of the Republic of Armenia"
State Non-Commercial Organisation of the Ministry of Nature Protection of the Republic of Armenia

11. "Republican Geological Fund" State Non-Commercial Organisation of the Ministry of Nature Protection of the Republic of Armenia
12. State Committee of Real Estate Cadastre adjunct to the Government of the Republic of Armenia
13. "Center for Geodesy and Cartography" State Non-Commercial Organisation adjunct to the Government of the Republic of Armenia
14. "Centre for Land Management, Valuation and Systematic Monitoring of Real Estate " State Non-Commercial Organisation adjunct to the Government of the Republic of Armenia

**Minister-Chief of Staff of the
Government of the Republic of Armenia**

M. Topuzyan