

GOVERNMENT OF THE REPUBLIC OF ARMENIA

DECISION

No. 884-N of 13 July 2017

**ON PRESCRIBING THE PROCEDURE FOR ACCESSIONING,
STOCKTAKING, CUSTODY AND USE OF ARCHIVAL HOLDINGS
OF THE REPUBLIC OF ARMENIA,
MAKING AMENDMENTS AND A SUPPLEMENT
TO A NUMBER OF DECISIONS OF THE GOVERNMENT
OF THE REPUBLIC OF ARMENIA AND
REPEALING A NUMBER OF DECISIONS OF THE GOVERNMENT
OF THE REPUBLIC OF ARMENIA**

Pursuant to Article 4 of the Law of the Republic of Armenia "On archive keeping" and Articles 70 and 72 of the Law of the Republic of Armenia "On legal acts", the Government of the Republic of Armenia hereby decides:

1. To prescribe the procedure for accessioning, stocktaking, custody and use of archival holdings of the Republic of Armenia, pursuant to the Annex.
2. To make the following supplement and amendment to the procedure approved by Decisions of the Government of the Republic of Armenia No 198-N of 4 March 2010 "On approving the procedure for records management of the Government of the Republic of Armenia":

- (1) point 6 shall be supplemented with the words "in compliance with the name-list of Staff files" after the words "system in place within the Staff";
- (2) Section "VIII. Hard copy and electronic archiving, as well as custody of documents" shall be amended to read as follows:

"VIII. ARCHIVING AND CUSTODY OF DOCUMENTS
ON PAPER AND ELECTRONIC CARRIERS

75. Documents shall be transferred to the archive of the Staff within the second year following the year of completion of their records management, except for documents relating to accounting subject, to custody for a period of up to five years, which shall be destroyed after the expiry of the period of custody as prescribed by the legislation of the Republic of Armenia.
76. After the completion of performing works with any document included in the system and the on-line system, the given document shall be taken under custody — archived in the systems, for a period of two years, after which it shall be transferred to the archive of the Staff and the information system of the Staff.
77. Documents shall be accessioned, stocktaken and taken under custody in compliance with the requirements of the Law of the Republic of Armenia "On archive keeping".
78. Documents of the archive of the Staff and the information system of the Staff shall be used in compliance with the requirements for accessioning, stocktaking, custody and use of the archival holdings of the Republic of Armenia prescribed upon Decision of the Government of the Republic of Armenia No 884-N of 13 July 2017.
79. The archive of the Staff shall accept documents for custody in a regulated form — according to lists (five copies) and file markings.

80. During acceptance of files of the sub-divisions, the archive keeping specialist of the Staff shall check their availability, sign all copies of the lists, and indicate the date of acceptance and number of the files.
 81. One copy of the list shall be provided to the person handing over the files, and the others shall remain in the archive of the Staff.
 82. Files subject to permanent custody shall be transferred to the State Archive after the expiry of the time limits prescribed by the legislation of the Republic of Armenia.
 83. At any time, based on the availability of the use of the system, the user of the system may find the given document by the relevant number.
 84. After the completion of two years, the relevant body shall transfer electronically all documents under custody in the system thereof — all archived documents to the information system of the Staff.
 85. Electronic documents shall be under custody in the information system of the Staff for a period of 10 years from the moment of creation; moreover, carbon copies equivalent to the original copy shall be transferred to the State Archive following the expiry of three years."
3. To repealed:
- (1) Decision of the Government of the Republic of Armenia No 189-N of 17 February 2005 "On approving the procedure for carrying out state stocktaking of the archival holdings of the Republic of Armenia";
 - (2) Decision of the Government of the Republic of Armenia No 932-N of 23 June 2005 "On approving the procedure for appraisal of archive documents through expertise and inclusion thereof in the archival holdings of the Republic of Armenia, and repealing Decision of the Government of the Republic of Armenia No 559 of 4 September 1999";

- (3) Decision of the Government of the Republic of Armenia No 1111-N of 14 July 2005 "On approving the procedure for declaring archive documents as particularly valuable and rare, their stocktaking, creation of insurance carbon copies and custody";
 - (4) sub-point "g" of point 2 of Decision of the Government of the Republic of Armenia No 351-N of 9 March 2006 "On defining the model list of archive documents with indication of time limits for custody";
 - (5) point 62 of Annex No 1 to Decision of the Government of the Republic of Armenia No 122-N of 12 January 2017 "On approving the 2017 Action Plan and priorities of the Government of the Republic of Armenia".
4. This Decision shall enter into force on the tenth day following the day of its official promulgation.

SIGNED BY THE PRIME MINISTER OF THE REPUBLIC OF ARMENIA

ON 27 JULY 2017

to Decision of the Government
of the Republic of Armenia

No 884-N of 13 July 2017

PROCEDURE

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

I. GENERAL PROVISIONS

1. This Procedure shall regulate legal relations pertaining to accessioning, stocktaking, custody and use of archival holdings of the Republic of Armenia by state and local self-government bodies, state and community institutions and organisations, and other legal persons (hereinafter referred to as "organisation") and natural persons. The requirements of this Procedure shall extend to other legal persons and natural persons based on a voluntary basis.
2. The following concepts shall be used in this Procedure:
 - (1) regulation (scientific and technical processing) of archive documents — a complex of scientific and technical works performed on documents in a non-regulated (scattered) state, which is performed during the appraisal works upon expertise of documents and shall complete by drawing up lists of files subject to permanent and long-term custody, as well as relating to the personnel, and drawing up an act on separation of documents (files) not subject to custody;

- (2) non-regulated (scattered) document — a document generated by the activity of an organisation and a natural person, which has not been appraised upon expertise yet;
- (3) historic statement of information — information on the establishment, re-organisation, liquidation, privatisation years and conditions, subject of activity, goals (objectives) and functions, structure, subordination, legal successions, name-changes, place and role of an organisation in the state administration system or in a certain field, the time period of transferring documents to the State Archive for the first time, inclusions of their volumes (bulk dates), state of preservation, changes in the composition and volume thereof and reasons therefor, formation of files, as well as peculiarities of stating the information on the composition and content of documents in the information and search media created, the existence of documents beyond chronological boundaries of the fund and reasons therefor;
- (4) layout of co-ordination of document and files — a list of document group and sub-groups in compliance with which the documents and files shall be classified (co-ordinated) within the fund;
- (5) file (document) list — an archive directory envisaged for revealing the composition and content of custodial units (files), which is comprised of descriptive articles, summary records and reference media — title list, contents, preamble, abbreviations, toponyms, personal names, and other lists;
- (6) internal list of documents — a list comprised of various documents — particularly valuable, personal, judicial, investigative, and other files, audiovisual documents, in which the content of the documents is given in more detail;

- (7) certification sheet — a sheet sewn (glued) in the end of the file, wherein the number of numbered lists of the file and of the internal list of documents is indicated in numbers and letters, including the availability of lists with additional letter indication;
- (8) file subject to long-term custody — a file subject to temporary custody, the time limit for custody whereof is more than 10 years;
- (9) relevant archive — an archive for which the organisation is a source of accessioning;
- (10) stocktaking of archive documents — determination of the number and composition of archive documents and reflection of that number and composition in the stocktaking documents, which ensures the control over their custody and availability;
- (11) state stocktaking — stocktaking of archive documents by the archive carrying out the custody of the archival holdings of the Republic of Armenia and other archive documents, in compliance with the provisions prescribed by this Procedure;
- (12) special stocktaking — separated stocktaking of rare documents of the archival holdings of the Republic of Armenia in the special state stocktaking register prescribed by this Procedure;
- (13) centralised state stocktaking — a system for stocktaking of the archival holdings of the Republic of Armenia with centralised information on the number and composition of the archive funds (archive fund-holdings) and on the number of units of custody in one information database;
- (14) stocktaking document — a document recording in stocktaking units the entry, write-off, number, composition and condition of preservation of archive documents;

- (15) units of stocktaking — the units of stocktaking of archive documents shall be, irrespective of the type of the tangible carrier and the means and techniques for registering the information, the following:
- a. archive fund, archive fund-holdings;
 - b. unit of custody;
 - c. unit of stocktaking of documents — one or several units of custody relating to a certain film, film series, special issue, and plot;
 - d. unit of stocktaking of photographic documents — one or several units of custody relating to a certain image;
 - e. unit of stocktaking of phonographic documents — one or several units of custody relating to a certain recorded event or literary and artistic work;
 - f. unit of stocktaking of visual documents — one or several units of custody relating to one event or literary and artistic work with picture and sound recording;
- (16) archive fund (archive fund-holdings) — a body of documents interrelated by one or several features (thematic, nominal, auteur, chronological, etc.) generated by the activity of a state or local self-government body, legal person, natural person (family, dynasty) or having other origin, subject to permanent custody;
- (17) audiovisual document — a document containing text, video and/or audio information, for the reproduction whereof relevant equipment is necessary. The following shall be among that group of documents:
- a. cinema document — a cinematographically created video or audio and video document;
 - b. photodocument — a photographically created image document;

- c. phonodocument — a document containing sound information, recorded by any means;
 - d. videodocument — a document with audio and video information, created by means of recording;
- (18) unit of custody — a physically separated document or body of documents which is divided to the following according to groups:
- a. unit (file) of custody of paper-based documents — a body of documents, an individual document located in a separated folder;
 - b. unit of custody of cinema documents — a physically separated roll of cinema film or magnetic film with recording of picture and/or sound;
 - c. unit of custody of photodocuments — a physically separated photographed shot (negative, photograph), photograph album, slide;
 - d. unit of custody of phonodocuments — a physically separated roll of magnetic film, record, tape, compact disk with recording of sound;
- (19) archival marking — marking of each unit of custody, which ensures its stocktaking and identification. A complex of archival markings shall include the numbers of the archive fund, archival holdings, list, unit of custody, and unit of stocktaking. A complex of units of custody of film-photo-phonodocuments shall also include the letter or numerical fraction markings of an integral part of the set, dimensions of the negative, and the tangible carrier of the recording;
- (20) archival depository — an area separated for custody of documents and furnished accordingly;
- (21) custody of documents — a complex of measures for proper organisation of their custody, creation of favourable conditions therefor, compliance with regulatory regime, prevention of losses and ensuring the condition of

preservation, which also includes the implementation of control measures for the effective distribution, movement and condition of preservation of documents;

- (22) regulatory regime — a whole of conditions for custody of documents, which shall include:
- a. minimum and maximum permissible amounts of heat and humidity, minimum and maximum permissible amount of light, as well as the procedure for using artificial lighting devices;
 - b. procedure for safeguarding documents from biological damages and air pollution;
 - c. ensuring the safety of custody, as well as prevention of taking documents out of the archive depository without the procedure prescribed;
- (23) document insurance fund — a body of carbon copies made in various manners and techniques, which is created for the purpose of preserving the information contained in the originals in case of potential loss or destruction (partial or full) thereof;
- (24) microfiche — carbon copy of an original flat document made photographically on a transparent photographic film in a microformat, in an order of several series of shots;
- (25) bulk dates — dates of documents available in the file, created the earliest and the most recent;
- (26) unit of stocktaking of electronic documents — electronic documents registered in the information system of an organisation and included within the electronic file;

- (27) unit of custody of electronic documents — container of an electronic document;
- (28) information system — a body of information contained in informational databases, which ensures its processing with information technologies and technical means;
- (29) container of electronic documents — container which includes the electronic document in the archival custody format and with the meta data thereof. A container of an electronic document shall be a zip-archive (compressed zip-folder);
- (30) conversion — transformation of an electronic document from one format into another format;
- (31) meta data — data on description of the context, content, structure of an electronic document, as well as processes for management thereof within the entire period of use;
- (32) transfer — transfer of electronic documents from one system or carrier to another system or carrier, by maintaining the validity, integrity, accuracy of the documents and their fitness for use;
- (33) physically separated tangible carrier — a tangible carrier designed for recording, custody outside the information system and reproduction of information in digital format;
- (34) system for electronic document circulation — an information system ensuring the collection of documents (inclusion of documents in the system), their processing, management and accessibility;
- (35) information system of an archive — an information system ensuring the custody of electronic archive documents and their management;

- (36) format of archival custody of an electronic document — a format provided for by the International Organization for Standardization by the ISO 19005-1:2005 standard for the permanent and long-term custody of electronic documents;
 - (37) electronic file — an electronic document or body of electronic documents formed in accordance with the name-list of files of the organisation;
 - (38) XML (Extensible Markup Language) format — a data format used for describing the content of documents;
 - (39) template — a not large form whereon certain information is recorded.
3. Other concepts used in this Procedure are defined by the Law of the Republic of Armenia "On archive keeping" and the standard AST 105-2007 "Records management and archive keeping: Terms and definitions" approved by Order of the Minister of Trade and Economic Development of the Republic of Armenia No 5-A of 22 January 2008.

II. ACCESSIONING OF THE ARCHIVAL HOLDINGS OF THE REPUBLIC OF ARMENIA

1. SOURCES FOR ACCESSIONING OF ARCHIVE

4. Permanent (regular) accessioning of the archival holdings of the Republic of Armenia with archive documents shall include:
- (1) drawing up — by state and community archives — lists of their sources for accessioning;
 - (2) defining the composition of documents subject to acceptance to state and community archives for custody;

- (3) transfer and acceptance of archive documents to state and community archives for custody.
5. The President, legislative, executive, and judicial bodies of the Republic of Armenia, as well as the other bodies exercising state governance functions, established on the basis of law, shall be included in the list of sources for accessioning of "National Archives of Armenia" State Non-Commercial Organisation (hereinafter referred to as "State Archive"). The sources for accessioning of the State Archive shall also be the state institutions and organisation, other legal and natural persons, during the activities whereof documents of the archival holdings of the Republic of Armenia, subject to custody in the State Archive, generate. Local self-government bodies and community organisations shall be included in the list of sources for accessioning of community archives. Local self-government bodies and community organisations may become sources for accessioning of the State Archive as prescribed by the legislation of the Republic of Armenia. Other legal and natural persons shall be included in the sources for accessioning of the State or community archives based on a contract.
6. Inclusion of organisations and natural persons in the list of sources for accessioning of the State and community archives shall be carried out taking into account the following criteria:
 - (1) for state and community institutions and organisation, other legal persons:
 - a. functional and designated purpose of an organisation (the form of selective accessioning shall be used for a group of organisations exercising similar functions);
 - b. completeness of reflection of information on activities of the given organisation in archive funds of other organisations;
 - (2) for natural persons:

- a. contribution having made in the development of science, culture and other fields of activity;
- b. his or her role and influence as a witness or participant of a significance event taken place in the life of the society;
- c. kinship, friendly, and creative ties, workplace of a natural person, and position held thereby;
- d. typicality of his or her archive documents to the era;
- e. composition and content of archive documents collected by a natural person.

2. LIST OF SOURCES FOR ACCESSIONING OF STATE AND COMMUNITY ARCHIVES

7. The list of sources for accessioning of the State Archive shall be drawn up based on the legislation of the Republic of Armenia on archive-keeping, and points 4, 5 and 6 of this Procedure. In the State Archive, in the list of natural persons that are a source for accessioning (owners of archive documents), their surnames, names, patronymics (where available), place of residence (addresses), legal grounds for transferring archive documents held to the Archive for custody (contract, agreement, will, etc.) shall be mandatorily indicated. The State Archive shall also drawn up and maintain a list of possible (supporting) sources for accessioning. Following the consideration of the draft list of sources for accessioning of the State Archive at the Methodical and Expertise Commission (hereinafter referred to as "MEC") thereof, it shall be submitted to the Director of the State Archive for approval, based on the decision rendered.
8. The list of sources for accessioning the State Archive shall be subjected to amendment upon necessity. The grounds therefor shall be:

- (1) establishment of a state body, state institution, organisation, name change, re-organisation, and liquidation thereof;
 - (2) conclusion or rescission of a contract with the State Archive by other legal and natural persons;
 - (3) decision of the MEC of the State Archive on removing a source of accessioning included in the list of sources of accessioning in case no documents subject to permanent custody are generated thereby.
9. The list of sources of accessioning of community archives shall be approved and amendments shall be made thereto by the head of community.
 10. State and community archives shall keep an observation file for each source of accessioning, wherein documents describing the legal status and functions of the given source shall be included. In case of a natural person, information on the composition and content of his or her archive documents shall be included in the observation file.

3. APPRAISAL OF DOCUMENTS THROUGH EXPERTISE

11. Archive documents shall be included in the composition of the archival holdings of the Republic of Armenia according to certain criteria for appraisal of documents through expertise, based on their study for the purpose of determining the time limits for their custody and separating them for permanent custody.
12. Documents shall be included in the archival holdings of the Republic of Armenia according to the following of the document:
 - (1) origin — the role and place the source of accessioning creating a document holds in the state administration system or in a certain filed, the significance of the functions exercised thereby, the date and place of

creation of the document, in case of documents of personal origin — the importance of a natural person in the social life;

- (2) content — the significance of the event (phenomenon) reflected in the document, the importance of the information reflected therein, the type (sub-type), authenticity (availability of signatures, seals, date and other necessary requisites) of the document;
- (3) external peculiarities — the type of recording and communicating the content of the document, the manner of certification and formulation thereof (including the artistic, palaeographic, linguistic and other peculiarities of the document), based on the complex application of the criteria for physical condition.

Documents shall also be included in the composition of the archival holdings of the Republic of Armenia in the form of selective accessioning of their types or groups.

13. Decisions on the scientific and methodical issues related to the appraisal of documents through expertise and their inclusion in the archival holdings of the Republic of Armenia, as well as recognition of particularly valuable and rare documents available in the composition of the latter shall be adopted by the decision of the MEC of the State Archive, upon the approval of the Director.
14. Documents shall be appraised through expertise:
 - (1) within the records management of the organisation, when drawing up the name-list of files, forming the files, and preparing for handing them over for custody to the archive of the organisation;
 - (2) in the archive of the organisation, when preparing for handing the documents over to State or community archives for permanent custody;
 - (3) in State and community archives, when subjecting non-regulated documents to scientific and technical processing, recycling funds and lists

containing a large number of copy documents and those of no scientific and practical value.

15. The following shall be established for organising the appraisal of documents through expertise:
 - (1) in an organisation and community archives — an Expert Commission (hereinafter referred to as "EC");
 - (2) in the State Archive — an MEC.
16. Pursuant to Article 5 of the Law of the Republic of Armenia "On archive-keeping", the EC and MEC of state bodies, state institutions and organisations shall be established, the competences and work thereof shall be organised as prescribed by the order of the head of the state body authorised by the Government of the Republic of Armenia in the files of archive-keeping.
17. Documents shall be appraised through expertise every year, by archive-keeping specialists or the organisation or, in cases prescribed by the legislation of the Republic of Armenia on procurement, by State or community archives or with their methodical support.
18. Documents shall be appraised through expertise by the list approved by Decision of the Government of the Republic of Armenia No 351-N of 9 March 2006 and lists approved by state bodies of the Republic of Armenia pursuant to sub-point "h" of point 2 of that Decision, as well as by the time limits prescribed by the legislation of the Republic of Armenia for other archive documents.
19. As a result of appraisal of documents through expertise, lists of files on permanent (Form No 1) and long-term (Form No 2) custody and relating to the personnel (Form No 3), as well as an act on separation of documents (files) not subject to custody (Form No 4) shall be drawn up.

20. After the approval of lists of files relating to the permanent and long-term custody and the personnel by the EC of the organisation, they shall be submitted to the State or community archive, after the approval of the list of files subject to permanent custody, approval of the lists of files subject to long-term custody and those relating to the personnel by the MEC or EC, they shall be approved by the head of the organisation.
21. In case the list of files subject to permanent custody is not approved or the lists of files subject to long-term custody and those relating to the personnel are not approved by the MEC or EC, the organisation shall be informed in writing about the reasons therefor, which shall be obliged to eliminate the identified shortcomings and submit the lists of files again to the State or community archive.
22. After the approval of the list of files subject to permanent custody, those files shall be deemed to be included in the composition of the archival holdings of the Republic of Armenia, whereon relevant records shall be made in the stocktaking documents.
23. The organisation shall not have the right to destroy documents (files) included in the act on separation of documents (files) not subject to custody, after the approval of the list of files subject to permanent custody.
24. Documents (files) on paper carrier, included in the act on separation of documents (files) with expired time limit of custody and not subject to custody shall be destroyed through burning or recycling, whereon a relevant act shall be drawn up. Funds obtained by state bodies, institutions and organisations subject thereto against handing over for recycling shall be transferred to the State Budget of the Republic of Armenia, whereas funds received by local self-government bodies and institutions and organisations subject thereto against handing over for recycling — to the budget of the relevant community (to the

account "Credits from alienation of property that is not a fixed asset record-registered in the balance of budgetary institutions"). Other state and community organisations and institutions shall dispose of funds received against handing over for recycling as prescribed by the legislation of the Republic of Armenia. Other legal persons and individual entrepreneurs shall decide on the means of destruction themselves.

25. Documents created by 1923, personal files and biographic documents completed through records management by 1946 shall not be subject to destruction. Records management documents created in 1923-1945 shall be separated for destruction only upon the consent of the State Archive. Audiovisual documents in custody at the State Archive shall not be subject to destruction, except for the case of impossibility to recover the decomposed tangible carrier.

4. REGULATION (SCIENTIFIC PROCESSING) OF DOCUMENTS

26. Works for regulation of documents shall be carried out during the second year following the year of completion thereof by records management.
27. Works for regulation of documents shall be organised by the EC established adjunct to the head of the organisations, in co-operation with the State or community archive.
28. The whole complex of works for regulation of documents shall be divided into organisational-preparatory and final works stages.
29. At the organisational-preparatory stage of regulation of documents, the following works shall be carried out:
 - (1) study of the history of the organisation and availability and physical condition of documents;
 - (2) drawing up a historical statement of information;

- (3) drawing up a layout of co-ordination of document and files subject to regulation.
30. At the final stage of regulation of documents, the following shall be carried out sequentially:
- (1) centralisation of documents subject to regulation, generated by the activities of the organisation, co-ordination according to structural subdivisions (types, directions), check of integrity, appraisal through expertise and separation thereof according to time limits for custody;
 - (2) formation of files according to the name-list of files, grouping of documents in files based on nominal, auteur, question-thematic-subject, chronological, geographic and other features. A file must contain no more than 200 sheets;
 - (3) description of files subject to permanent and long-term custody and relating to the personnel on work cards (sheets) (compiling a title, indicating bulk dates, and the number of sheets) and editing descriptive articles;
 - (4) marking of work cards in compliance with the layout of documents and co-ordination of files;
 - (5) drawing up lists of separated files for custody, for permanent custody — in 4 copies, relating to the personnel — in 3 copies, and for long-term custody — in 2 copies;
 - (6) numbering the sheets of files subject to permanent and long-term custody and relating to the personnel, drawing up a certification sheet, drawing up, upon necessity, an internal list of documents, forming and marking covers (bindings), binding or sewing them;

- (7) binding or sewing files after the appraisal of documents through expertise;
- (8) grouping files and documents not subject to custody (according to types, time limits for custody) and drawing up an act on separation thereof for destruction.

5. ACCEPTING ARCHIVE DOCUMENTS FOR PERMANENT CUSTODY

- 31. After the expiry of the time limits for temporary custody, prescribed by the legislation of the Republic of Armenia, organisations that are a source for accessioning shall transfer documents included in the composition of the archival holdings of the Republic of Armenia to the relevant archive for permanent custody. Organisations established temporarily for the purpose of implementing certain programmes shall transfer documents generated by their activities to State or community archive after the completion of those programmes.
- 32. Documents shall be transferred to State or community archive each year, within the time limit defined jointly by the organisation and the relevant archive. Organisations generating not a large number of documents (up to 50 files per year) may, upon the consent of the relevant archive, transfer documents once every five years. Scientific and technical, design, technological, and engineering design documents shall be transferred once every five years.
- 33. In case of a recommendation for a source of accessioning, State or community archives may carry out early custody of documents of the archival holdings of the Republic of Armenia, as well as acceptance for custody under bailment (contract) of other archive documents.
- 34. Documents shall be transferred to State or community archives according to the lists of files, after checking the files one by one, and particularly valuable and rare documents — page by page. A record on accepting the files (documents) to the State Archive shall be made on all copies of the lists. Where there is a

quantitative discrepancy between the summary record and transferred and accepted files (documents), a new summary record of the list shall be drawn up, and indicating the number of available files, as well as the numbers of missing files (documents). The latter shall be enshrined in the transfer and acceptance acts of files (documents) to the archive as well, and a statement of information on the reasons for which they are missing shall be drawn up and attached to the act.

35. Transfer and acceptance of documents to State or community archives shall be formulated by an act (Form No 5), in two copies, one of which shall be kept at the State Archive, and the other — at the organisation transferring the documents (in the archive of the staff).
36. In case of transferring documents of an organisation to State or community archives for the first time, a historical statement of information shall be submitted. During the further transfer of documents of an organisation, a supplement to the historical statement of information shall be submitted on the name, functions, structure, changes in subordination, composition and condition of documents of the organisation.
37. Before accepting documents (files) to State or community archive for custody, representatives of the archive shall check the physical and sanitary and hygiene condition of the documents (files) to be transferred. In case of detection of shortcomings, a respective act shall be drawn up. The shortcomings shall be eliminated at the organisation, before transferring the documents to the archive.
38. Three copies of lists of files shall be transferred to the relevant State or community archive along with the documents.
39. Audiovisual documents shall be accepted for state custody in the following sets:
 - (1) cinema documents — negative image, negative recording, magnetic recording original, combined magnetic recording of noise and music, intermediate positive image (lavanda), double negative (negative, contrast

- type) image, reference carbon copy (positive), in case of colour cinema documents — also a location video, photo (colour) passport;
- (2) photodocuments — negative, photograph in the status of the original, digital photodocument of auteur shooting;
 - (3) photodocuments and videodocuments — original and carbon copy.
40. Accompanying text documents shall be accepted concurrently with audiovisual documents:
- (1) for cinema documents — editorial scripts, plots, script, presenter's text, summaries, certificates of permit for producing complete cinema documents, acts on the technical condition, records of colour and photo passports;
 - (2) for photodocuments — summaries;
 - (3) for phonodocuments — concert programmes, transcripts, protocols, texts of reports, summaries;
 - (4) for videodocuments — acts on the technical condition, summaries.
41. Documents shall be prepared for being transferred to State or community archives for custody or custody under bailment and be transferred by the organisation transferring documents.
42. Documents created as a result of initiative documentation of past and present realia by the State or community archive (questionnaire, photographs, memoirs, talks, interview notes, etc.) shall be included in the composition of the archival holdings of the Republic of Armenia and inserted in the list of files, documents, which shall be approved by the MEC of the archive. Acceptance of the mentioned documents shall be formulated by a transfer and acceptance act for permanent custody of documents.

6. ACCEPTANCE FOR CUSTODY OF DOCUMENTS OF ORGANISATIONS UNDERGOING LIQUIDATION

43. Documents of the archival holdings of the Republic of Armenia and relating to the personnel and other archive documents the time limits for custody whereof have not expired shall be accepted for custody from state and local self-government bodies or organisations undergoing liquidation as prescribed by the legislation of the Republic of Armenia and pursuant to points 33-35 of this Procedure. Archive documents the time limits whereof have not expired, accepted to the State or community archive from organisations undergoing liquidation shall be separated for destruction after the expiry of the time limit for custody thereof. In case of liquidation of other legal persons, individual entrepreneurs, organisations declared as insolvent, documents of the archival holdings of the Republic of Armenia and relating to the personnel, generated during their activity, shall be accepted to the State or community archive based on a contract concluded between the liquidation commission or bankruptcy administrator and the State or community archive as prescribed by the legislation of the Republic of Armenia. Moreover, the liquidation commission or the bankruptcy administrator shall organise the regulation of the documents as prescribed.

7. MUTUAL CO-OPERATION OF STATE AND COMMUNITY ARCHIVES WITH SOURCES OF ACCESSIONING

44. A State and community archive shall discuss jointly with its sources of accessioning and, in compliance with the powers vested therein, agree instructions on records management, model and individual name-lists of files, lists with an indication of time limits for custody of documents, and statutes of ECs and archives. A representative of a State or community archive shall participate in the status of representative in the work of ECs of sources of accessioning.

45. State Archive shall co-operate, within the powers vested therein, with records management and archive services of sources of accessioning and ECs. To that end, the State Archive shall implement (also upon contractual basis) methodical and practical assistance in:
- (1) organising documents and formation of files within the records management;
 - (2) separating documents in order to include them in the composition of the archival holdings of the Republic of Armenia and preparing them for transferring to permanent custody;
 - (3) regulating documents relating to the personnel;
 - (4) stocktaking documents of temporary custody of the archival holdings of the Republic of Armenia;
 - (5) preparing regulatory and methodical documents on records management and archive-keeping;
 - (6) improving works of relevant services of sources of accessioning and increasing the professional qualification of employees of those services.

III. STOCKTAKING OF THE ARCHIVAL HOLDINGS OF THE REPUBLIC OF ARMENIA

1. MAIN PRINCIPLES OF STOCKTAKING OF ARCHIVE DOCUMENTS

46. All documents of the archival holdings of the Republic of Armenia shall be stocktaken according to units of stocktaking and according to units of custody.

47. Stocktaking shall be carried out through issuing stocktaking numbers to archive documents (stocktaking units, custody units), which shall be integral parts of the complex of archival markings.
48. The baseline principles of state stocktaking of documents of the archival holdings of the Republic of Armenia shall be:
 - (1) centralisation — implemented based on regulated mutual actions of archives carrying out permanent and temporary custody of archive documents and sources of accessioning thereof, as well as legal and natural persons carrying out custody of documents of the archival holdings of the Republic of Armenia;
 - (2) unification — implemented based on the sequence of stocktaking documents at all stages of works implemented with archival documents, and ensuring the unity of the methodology for drawing them up, completing and keeping them;
 - (3) mobility — ensured by making timely and quick amendments to stocktaking documents or drawing up new stocktaking documents;
 - (4) completeness and accuracy of state stocktaking.
49. The ground for state stocktaking of the archival holdings of the Republic of Armenia shall be the unified system for registration of archive funds (archive fund-holdings) and units of custody (files), which ensures the classification of archive documents and the option of targeted search thereof.
50. Rare documents of the archival holdings of the Republic of Armenia shall be subject to special state stocktaking, under the provisions prescribed by this Procedure.
51. Archive documents transferred for bailment to State and community archives by legal and natural persons shall be stocktaken separately from documents subject to permanent custody, deemed to be State and community ownership.

52. Centralised state stocktaking of documents of the archival holdings shall be implemented by the State Archive.

2. ORGANISING THE STATE STOCKTAKING OF THE ARCHIVAL HOLDINGS OF THE REPUBLIC OF ARMENIA

53. State stocktaking of documents of the archival holdings of the Republic of Armenia shall be implemented by the structural sub-division of the archives keeping those holdings in custody or the employee responsible for stocktaking. Documents in each archive depository of the State or community archive shall be stocktaken by the fund keeper keeping those documents in custody. Records in stocktaking documents shall be made only by the employee responsible for stocktaking.
54. The directive and layout of stocktaking of documents at State and community archives shall be approved upon the order of the head of the archive. The directive on stocktaking of documents at the archive shall define the composition of stocktaking documents and stocktaking database centralised and prescribed for each archive depository, enshrine the sequence of stocktaking works for entry and write off of documents, by indicating when and by whom the stocktaking documents have been completed at the structural sub-division, the stocktaking database, reflect the interrelation of stocktaking carried out at the archive depository and fully within the archive, including determine the periodicity of comparing stocktaking documents of the archive depository and of fully the archive. Stocktaking documents shall be envisaged for internal use and not issued to users, except for units of custody (files) and lists of documents.
55. Main and supporting stocktaking documents of archive shall be placed in a separate room or in the office of the employee (employees) responsible for stocktaking of documents of the archive. Main and supporting stocktaking

documents of archive depository shall be placed in the archive depository. Employees of the relevant structural sub-division and keeping stocktaking documents at the archive shall be responsible for the custody and use thereof.

56. First copies of lists shall be placed in a separate room or in the office (offices) of employees responsible for stocktaking of documents of the archive, by ensuring mandatorily the contracts prescribed for custody of original documents on paper carrier. Second copies of lists shall be placed in a separated section — on the rack or in the cabinet and be deemed inviolable. Second copies of lists shall be placed in the reading hall.
57. Cinema documents shall be stocktaken through fund organisation, whereas phonodocuments and videodocuments may be stocktaken through fund organisation.

3. SYSTEM FOR STOCKTAKING OF ARCHIVE DOCUMENTS, THEIR DESIGNATED USE AND REQUIREMENTS FOR KEEPING THEM

58. The system for stocktaking of archive documents shall be an interrelated complex of stocktaking documents and database which reflects the composition and number of archive documents and changes therein.
59. Main stocktaking documents at the archive shall be:
 - (1) the stocktaking book for entry of documents (Form No 6) for stocktaking of each entry of documents accepted to the archive;
 - (2) the list of funds (Form No 7) for registration of archive funds and archival fund-holdings accepted for custody, issuing numbers thereto, and stocktaking the number of archive funds and archival fund-holdings in custody and written off;

- (3) the fund sheet (Form No 8) for stocktaking the composition and number of the archive fund, lists within the scope of archival fund-holdings, numbering them, indicating the number and composition of fund documents according to each list and in full, condition of their description, movement of changes, and changes in the name of the fund;
- (4) the stocktaking sheet (Forms No 9, 9a) shall be completed for certain types of audiovisual documents (in case of non-fund organisation), stocktaking the course of changes in lists of audiovisual documents and numbering them. Stocktaking sheets shall be drawn up separately for each type of cinema-photo-phonodocuments. Stocktaking sheets of audiovisual documents shall be stocktaken and numbered through the procedure for stocktaking and numbering fund sheets;
- (5) the list of units of custody (files) (Form No 10) for stocktaking each unit of documents and the total sum thereof, enshrining in the procedure for coordination thereof, and stocktaking changes made to the composition and volume of documents included in the given list. The stocktaking and description book of audiovisual documents shall be deemed to be a sub-type of the list;
- (6) the index of lists (Form No 11) for registering lists of files and documents and stocktaking the number and composition thereof;
- (7) the passport of the archive depository (Form No 12) for the stocktaking — in total sum — funds and documents of the given archive depository;
- (8) the fund file shall be drawn up for each archive fund, archival fund-holdings, wherein the complex of documents on the fund generator and fund history;
- (9) the certification sheet (Form No 13) for the stocktaking of the number of sheets of the file.

60. Stocktaking documents of particularly valuable and rare documents and insurance carbon copies thereof shall also be deemed to be main stocktaking documents:

- (1) the stocktaking and description sheet of rare documents (Form No 14);
- (2) the special list of funds containing particularly valuable documents (Form No 15);
- (3) the special list of particularly valuable custody units (files) (Form No 16);
- (4) the special list of particularly valuable custody units (files), index of lists of documents (Form No 17);
- (5) the stocktaking book of entry of the insurance fund and use fund (Forms No 18, 18a);
- (6) the list of the insurance fund of documents (Forms No 19, 19a).

61. Centralised state stocktaking documents shall be drawn up at the archive:

- (1) the archive passport (Form No 20) shall be drawn up for recording summary data on the composition and volume of funds, custody units, documents, insurance fund, use fund, the information and search system, and conditions for custody of documents;
- (2) the fund card (Form No 21) shall be drawn up for each new fund accepted to archive. The fund card shall be completed based on the data of the fund sheet;
- (3) information on changes made in the composition and volume of funds (Form No 22) shall be drawn up each year and submitted — by 1 February — to the division of the State Archive carrying out the centralised state stocktaking of the archival holdings of the Republic of Armenia;

- (4) a statistical statement of information on the organisation of custody of documents of the archival holdings of the Republic of Armenia (approved by the State Council on Statistics of the Republic of Armenia) shall be drawn up at organisations once each five years by the archives carrying out the permanent and temporary custody of documents of the archival holdings of the Republic of Armenia, for drawing up a summary report.
62. Assisting stocktaking documents shall be stocktaking cards and books of funds, lists, movement of documents, stocktaking books of documents transferred to other archives, stocktaking books of funds and documents separated for destruction, fund passports, etc. An archive may use other assisting stocktaking documents which shall be included in the layout of stocktaking of documents.

4. KEEPING MAIN STOCKTAKING DOCUMENTS

63. Archive documents shall be stocktaken during transfer and acceptance of documents to the archive for custody, based on acts on acceptance of documents for custody. Archive documents may be stocktaken as a result of performing other archive works as well.
64. The initial and repeated entries of documents of each fund shall be registered sequentially in the stocktaking book for entry of documents. Each entry shall be issued one reference number, irrespective of whether it is comprised of documents of one or several funds. Where an entry is comprised of funds of several documents, the data of each fund shall be recorded in a new line, under the same number. Where a fund is being accepted for the first time, the number of the fund shall be indicated in the 10th column of the stocktaking book for entry of documents after the registration in the list of funds and being issued a number. Where accepted documents are deemed to be a part of a fund already in custody in the archive, the number already issued to that fund in the past shall

be indicated in the relevant column. In the column "Type of documents", the composition of accepted documents — records management, having personal origin, relating to the personnel, scientific and technical, cinema-photo-phono, electronic, etc., shall be indicated. In the column "Brief characterisation of condition of documents", it shall be indicated whether the documents are listed or have been accepted in a non-regulated condition, what their physical condition is, etc. Each year, the number of files, documents accepted in the given year shall be summarised in the book as of 1 January.

65. A fund shall be registered in the list of funds only once, when accepting it to the archive for the first time. It is not permitted to register a fund in the list of funds before accepting the documents thereof for custody. Numbers of lists of funds, in general sequence, and shall be used for the stocktaking of accepted funds. The free numbers of the funds the documents whereof have been separated as prescribed for destruction or been entered into the composition of unified archive funds and it is precisely known that their documents have not been previously used may also be used. Unified archive funds and archival fund-holdings shall be record-registered on general bases. A unified archive fund created from previously independently stocktaken funds shall be issued the number of one of the funds entered in the composition thereof. The name of the fund shall be written in the list of funds from the historical statement of information or the title page of the list. The name of the fund shall include the full name of the organisation generating the fund and the officially accepted short name in brackets, the subordination, location and bulk dates of activity. Where the name of the organisation generating the fund has changed, only the most recent name thereof shall be given in the list of funds. The name of a unified archive fund may be compiled of the common names of the funds included therein, of the name of the superior organisation and the common name of the organisations subordinate thereto, and of the list of names of

interrelated organisations. The name of a fund having personal origin shall include the surname, name, patronymic, pseudonym (where available), kinship, type of activity (profession), and rank of the person generating the fund. In family or dynasty funds, the surnames, initials of the name and patronymic, titles, etc., of the chief members of the family or dynasty shall be included. Surnames, names, patronymics, titles, type of activity, kinship, etc., of all members of a family or dynasty shall be written in the fund sheet. In the name of an archival fund-holdings, the feature (features) according to which the fund has been formed shall be pointed out, and, where necessary, an indication on the person having drawn it up, the previous owner, the collector shall be made. An empty line shall be left in the names of funds. Each year, as of 1 January, a summary shall be drawn up in the list of funds, wherein the number of funds accepted and written off during the year and the total number of funds in custody shall be indicated. The list of funds shall be wrapped in cover, the lists shall be numbered, and a certification sheet shall be drawn up.

66. A fund sheet shall be drawn up for each fund, wherein all documents of the fund, including non-regulated and confidential documents shall be stocktaken. In the column "Date of the first entry of fund", the date shall be indicated according to the records of the stocktaking book for entry of documents, for a unified archive fund and archival fund-holdings — the date of entry or the date of creation thereof in the archive. In the column "Bulk dates of each name of fund", the initial and last dates of shall be indicated under the name of each activity of the organisation generating the fund, irrespective of the availability of the documents in the fund in the given time period. Where an organisation continues activity, the last date shall not be indicated. For a unified archive fund, the dates of activities of organisations generating a fund organised in the earliest and liquidated in the latest time period shall be indicated. For a fund having personal origin, the dates of the life of the person generating the fund shall be

submitted in the indicated column, for a document holdings — the dates of documents included the earliest and the latest. In the column "Name of fund", all name-changes of the organisation generating the fund shall be listed in chronological order, the latest of which shall be deemed to be the name of the fund. Each name-change of the fund generator, including changes in the subordination and location thereof, shall be written in a new line. Moreover, where there is any time period between the dates of establishment and liquidation of the fund generator the documents wherefor have not been preserved, the name change in that time period shall also be indicated. All following name-changes of the organisation generating the fund shall be entered into the fund sheet when entering the fund documents into the archive. For unified archive funds, the common name of the fund shall be submitted in the indicated column. Names, as well as name-changes of all organisations generating fund, that were in the composition of the unified archive fund, may be indicated in the columns "Name of fund" or "Name of list". Non-regulated documents shall be stocktaken in the section "Stocktaking of non-regulated documents", in the conditional number of files, documents or sheets. Lists of non-regulated documents shall — after being drawn up and approved as prescribed — be removed from the stocktaking of non-described documents based on the description of documents and acts on reprocessing of lists, and stocktaken as described documents, which shall be reflected in relevant sections of the fund sheet. Entry of documents according to each new list shall be recorded separately. In the column "Name of list", the name of the list (continuation thereof) or the brief summary of the composition of documents included in the list shall be indicated. In the column "Number (remainder) of available files", their number shall be indicated according to both the list and the full fund. The number of confidential files, according to the full fund, shall be submitted in fraction, for example, f. 100/5. Where there is no space left in the fund sheet to make regular registrations, a new sheet shall be filled in, in the

upper part whereof "Continuation, f. No ..., sheet 2" shall be indicated. On the first sheet, the reference "See continuation, sheet ..." shall be made. "Continuation" sheets shall be placed after main sheets. A fund sheet may be re-drawn up only in the case where it is irreparably damaged or ceases to reflect the actual volume and condition of the fund after the fund is re-processed, a unified archive fund is established, and specifying the history of the organisation generating the fund. In case a fund sheet is re-drawn up, the old sheet shall be placed in the fund file. The record "Sheet re-drawn up", position and signature of the person responsible for stocktaking shall be indicated in the upper right corner of the old and new sheets. Fund sheets shall be held in custody in folders, according to reference numbers of funds. A certification sheet shall be completed for each folder, wherein the initial and final numbers of funds, the total number of funds the sheets whereof are in the folder shall be indicated.

67. When completing stocktaking sheets for audiovisual documents, a number shall be issued in the second column of the list. Where the accepted documents (documents) is being unified to a list already having a stocktaking sheet, the record "No - to the list" shall be made in this column. In columns 8 and 9 (for phonodocuments — 9-11), the quantities of stocktaking units and custody units shall be given separately for each list. In columns 10-14 (for phonodocuments — 12-18), the quantities of stocktaking units and custody units shall be given according to the list whereby the registration has been made, as well as in full, according to types of documents.
68. In the list of custody units (files), custody units and names shall be stocktaken in accordance with the co-ordination of reference numbers. Records management documents, documents relating to the personnel, economic books, certain type of cinema-photo-phonodocuments and videodocuments shall be stocktaken in separate lists. Lists of documents having personal origin may be an exception, in which it is permitted to include both documents on paper carrier and audiovisual

documents, in cases of not large volume thereof. Lists shall be issued stocktaking numbers according to fund sheets in case of custody in funds, or according to stocktaking sheets of audiovisual documents in case of custody according to type (non-fund). A letter classifier determining the composition and type of documents stocktaken in the list may be added to the number of the list: "A" (relating to the personnel), "GK" (scientific), "K" (engineering), "N" (design), etc. It is not permitted to issue identical stocktaking numbers to lists which differ only in the letter classifiers. At the end of all copies of the list a summary shall be drawn up, wherein the quantity of custody units in custody, names (in numbers and in brackets — in letters) according to the custody units of the list, the first and last numbers of names, missed numbers, numbers with letter markings, units written off and grounds for writing off shall be indicated. Where the list of a fund having personal origin includes custody units on various carriers, and names, their number shall be additionally given in the summary. A new summary shall be drawn up after each entry and write off of documents. The summary shall be signed by the person having drawn it up, by indicating the position and date. Where the list is comprised of sections, volumes for several years, the summary shall be drawn up for the section, volume for each year. A brief summary shall be drawn up for the section, volume for each next year, in ascending order. Each list or volume of list must have a certification sheet. A completed list may include no more than ten thousand custody units, stocktaking units. The archive must mandatorily have 3 copies of the list, one of which shall be deemed to be insurance — inviolable. Where the list has been re-drawn up, one copy of the list previously in effect shall be included in the newly drawn up list after the last stocktaking number. The other copies shall be separated as prescribed, for destruction.

69. The unit stocktaking and stocktaking in total sum of lists shall be carried out through the index of lists. In relation to organising the stocktaking works, indexes

of lists shall be kept in archives within the scopes of the archive depository or the full archive, which shall be reflected in the layout of stocktaking documents. Each list shall be issued a reference number according to the list, which shall be placed in the upper left corner of the cover of the index. As of 1 January of each year, a summary shall be drawn up in the index of lists, wherein the number of lists entered and written off during the year and the total number of the lists shall be indicated.

70. The passport of the archive depository shall be drawn up for each archive depository each year, wherein the volume of funds, files and documents placed therein shall be submitted. The composition of the form indicators of the archive depository shall be determined by the archive independently, taking into account the composition and condition of the documents in custody in the given archive depository, the tasks set before them, and the peculiarities of organisation of works for stocktaking of documents in the archive.
71. The number according to which the fund has been stocktaken shall be issued to the fund file. The historical statement of information, acts on changes made in the composition and volume of the fund, including acts on disclosure, carbon copies of characteristics of the fund drawn up for the guide, layouts of co-ordination of documents of the fund, etc., shall be placed in the fund file. Where documents being included in the fund file are in the composition of archival custody units, the statement of information on the numbers and archival markings of those custody units shall be placed in the fund file. Files of funds in the composition of a unified archive fund shall be included in the file of that fund. Documents of the fund file must be numbered, by drawing up a certification sheet, sewn and placed in a thin cover. An internal list shall be drawn up attached to the fund file. Fund files shall be kept in the sequence of the numbers of the funds.

72. The historical statement of information on the organisation generating the fund and on the fund shall be drawn up for each fund and contain such informative data based on which the main stocktaking documents of the archive related to the history of the organisation generating the fund shall be completed. The statement of information shall be signed by the person having drawn it up.

5. STOCKTAKING OF WRITING OFF DOCUMENTS FROM ARCHIVE

73. Documents shall be written off from the archive based on the following acts:
- (1) act on separation of files (documents) not subject to custody for destruction (Form No 23);
 - (2) act on impossibility to recover damages to documents (Form no 24);
 - (3) act on not detected documents the ways of search whereof have been exhausted (Form No 25);
 - (4) act on returning documents to the owner (Form no 26);
 - (5) act on taking original custody units, documents out of circulation (drawn up in free narration).
74. In case of writing off described documents, the stamp "Written off" shall be put opposite each custody unit or name written off in the column "Note" of the relevant list. At the end of all copies of the list a new summary shall be drawn up as prescribed. The act pursuant whereto the documents have been written off and the number of the documents written off shall be indicated in the column "Written off" of the fund sheet, according to each list, separately. The number of the documents left after writing off shall be indicated in the column "Number (remainder) of available files", according to each list and fully according to the fund. In case of writing off all documents from the list, the number of the given list shall not be issued to other lists and is left vacant, and a relevant indication

shall be made in the index of lists. The procedure for writing off documents in the stocktaking list of audiovisual documents shall be equivalent to the procedure for registration of entry. In case of writing off a full fund, it shall be shown in the column "Notes of writing off" where the fund has been written off and the act pursuant whereto writing off was carried out. In case of transferring a fund from one archive to another, three copies of the list and the fund file shall be transferred. One copy of the list shall remain in the transferring archive and be entered in the own archive fund of the transferring archive as an annex to the transfer and acceptance act on custody of documents. In case of separation of all documents of the fund for destruction, the lists thereof and the fund sheet shall be inserted in the fund file. The fund file shall be included in the own archive fund of the archive.

75. Stocktaking of writing off non-described files and documents shall be carried out, as a rule, by the results of the works for description thereof and kept in fund sheets, as prescribed.

6. STOCKTAKING OF CHANGES IN THE NUMBER OF DOCUMENTS OF THE ARCHIVE AS A RESULT OF CONDUCTING SEPARATE TYPES OR WORK

76. The number of archive documents shall be changed (increased or decreased) in cases when:
 - (1) stocktaking documents are verified, as a result whereof errors made in the calculation of the number of documents in custody may be detected;
 - (2) the availability and condition of documents are checked, during which custody units not stocktaken, with a letter marking, omitted stocktaking numbers and other misprints may be detected;
 - (3) documents are recovered, after which one file is divided into several volumes, etc.;

- (4) documents are described, lists are re-processed, during which separation or merger of custody units, as well as verification of generators of their fund are possible.
77. The following shall be a ground for making changed in stocktaking documents as a result of carrying out the works indicated in point 26 of this Procedure:
- (1) act on availability of technical errors in stocktaking documents;
 - (2) act on detection of documents not belonging to the given archive, fund, and not stocktaken;
 - (3) act on separation, merger of custody units (files), insertion of new documents in the file;
 - (4) act on description of documents, and re-processing of lists.

7. STOCKTAKING OF PARTICULARLY VALUABLE AND RARE DOCUMENTS

78. Particularly valuable and rare documents held in archives shall be stocktaken separately, in maintenance of the markings attached thereto in general stocktaking documents.
79. Particularly valuable documents shall be stocktaken according to lists of funds containing such documents and custody units (files).
80. The special list of archive funds containing particularly valuable documents shall be drawn up for the purpose of ensuring their summary stocktaking. All archive files wherein custody units (files) containing particularly valuable documents are detected shall be included in the list of funds.
81. The list of custody units (files) shall be drawn up for carrying out unit and summary stocktaking of particularly valuable documents.

82. Where all files included in a list of custody units (files) or the majority thereof contain particularly valuable documents, no separate list shall be drawn up for them, but the copied copy of the list shall serve as such.
83. Where less than a half of custody units (files) included in the list contains particularly valuable documents, a special list shall be drawn up for summarised custody units (files) of one or several general lists of fund containing particularly valuable documents, depending on their quantitative volume.
84. Custody units (files) containing particularly valuable documents shall be coordinated in the list in the sequence of the given fund list and file numbers.
85. In the title page of the list of custody units (files) containing particularly valuable documents, the name of the given fund, the fund number and name, as well as the reference number of the relevant list shall be indicated.
86. The summary volume of custody units (files) containing particularly valuable documents, as well as the number of the custody units (files) which are copied for the accessioning of both the insurance fund and the use fund shall be shown in the summary of the list. Following the full copying of the custody units (files) containing particularly valuable documents, included in the list, the summary of the list shall be re-drawn up based on the final data.
87. The special list of custody units (files) containing particularly valuable archive documents shall be drawn up in 3 copies. The first copy shall be held in the set of inviolable copies of lists of custody units (files) of the archive, according to the reference numbers of the funds and lists, the second copy shall be envisaged for transferring to separated custody in the archive depository along with each copied batch for the insurance fund, and the third copy shall be held in the archive depository, where the archive funds and custody units (files) summarising the originals of the particularly valuable documents are held as well.

88. A fund card shall be drawn up for the purpose of stocktaking in the centralised central fund card-index of the archive funds containing particularly valuable documents. The letter marking "UU" ("Particularly valuable") having exceptionally a service significance and not included in the composition of the fund symbols shall be put in bright ink or drafting ink on the front side of the fund card containing the particularly valuable documents and in the right upper corner of the covers (bindings) of relevant custody units (files), as well as on the boxes wherein the custody units (files) are placed, which shall also be added with a hyphen to the reference numbers of the funds and files placed in the location indices.
89. Documents declared as rare shall be stocktaken in the special state stocktaking registers (hereinafter referred to as "register") (Form No 27) as well.
90. The register shall be kept by the State Archive, for the purpose of centralised stocktaking, ensuring of custody of rare documents and providing information, upon necessity, on their composition and content to users.
91. All documents declared as rare shall be subject to registration in the register, irrespective of their place of custody and form of ownership.
92. Information on the quantitative composition of particularly valuable and rare documents detected in the composition of archive funds shall be reflected each year in the explanation attached to the annual statistical report on changes made in the composition of archive funds.

8. STOCKTAKING OF CONFIDENTIAL AND DISCLOSED DOCUMENTS

93. Confidential documents shall be stocktaken pursuant to the requirements of the special instruction. Confidential funds, lists, custody units shall be indicated in stocktaking documents and archive markings of custody units with the classifiers "Q" (confidential), "CQ" (top secret), and "C4" (of special importance).
94. Changes made as a result of disclosure of documents shall be inserted in stocktaking documents based on an act on disclosure of documents (Form No 28).
95. Where funds, lists and custody units (files) include, along with confidential documents, also non-confidential (disclosed) documents, a record thereon shall be made in the stocktaking documents and custody units.
96. In case of disclosure of all custody units of a confidential list, the list shall also be disclosed and transferred to open custody, stocktaken in the fund list under the same number, without the classifier "Q", which shall be deleted from the binding and title page of the list. The stamp "Disclosed" shall be put in the right upper corner of the binding and title page of the list. Where the list and the open-custody list have been mistakenly stocktaken under the same number, a reference number shall be issued to the list in case of disclosure thereof, according to the fund sheet.
97. In case of partial disclosure of documents of a confidential list, a separate list shall be drawn up for the disclosed documents, in which the previous numbers of the custody units shall be left. The 2nd column of the list shall be used, as a rule, for the general numbering of those custody units. That list shall be given to open custody along with the documents; they shall be stocktaken in the fund sheet under the number of the confidential list, only without the classifier "Q". In such cases, the numbering of lists shall become parallel.

98. In case of disclosure of the majority of the documents of the confidential list, the carbon copy shall be printed, in which the titles of custody units left under confidential custody shall be closed. The carbon copy of the disclosed list of documents shall be given to open custody. In the copy of the list containing documents left under confidential custody, their numbering shall be maintained. Such a list shall be stocktaken in the fund sheet dually, the copy of the list left under confidential custody — under the relevant confidential classifier, and the copy of the reprinted list left under open custody — without the classifier "Q".
99. In case of disclosure of separate custody units of a confidential list, they may be included in the list of the relevant fund for open custody, under letter marking numbers or in general sequence.
100. Where a part of the documents that were in the list of open custody was previously made confidential and a separate confidential list with individual numbering was drawn up for them, and the custody units in open custody have not been re-numbered after that, in case of disclosure and transfer thereof to open custody a reverse re-marking of the disclosed custody units shall be done, be recovering their previous numbers.
101. In the lists left in confidential custody, according to which not all custody units have been disclosed, the stamp "Disclosed" shall be put opposite the titles of the disclosed custody units in the column "Note". Where disclosed custody units (with letter marking numbers or in general sequence) have been included in lists in open custody, their new number shall be indicated in the column "Note" of the confidential list.
102. Following disclosure, new summaries shall be drawn up in open and confidential custody lists, by indicating therein the volume of the actually stocktaken custody units.

103. In case of temporary joint custody of confidential and disclosed documents, their temporary stocktaking in one list shall be permitted, which shall be deemed to be partially confidential ("UQ"). The stamp "Disclosed" shall be put opposite the titles of disclosed custody units in the column "Note" of the partially confidential list. A summary shall be drawn up in the list, wherein the total number of the stocktaken custody units, as well as the quantity of the confidential and disclosed custody units shall be indicated separately. Writing off of confidential documents and lists shall be shown in columns 6-10 of the fund sheet, whereas the entry of open-custody documents and lists — in columns 2-5. The number (full, including confidential) of the stocktaken documents shall be shown in fraction in the column 11 of the partially confidential ("UQ") list; moreover, the total volume of the documents shall remain unchanged in the fund.
104. Where the fund has been fully disclosed, the classifiers "UQ" or "Q" shall be deleted in column 1 of the list of funds, and the ground for disclosure, number, date of the act shall be given in column 5. Where a fully confidential fund has become partially confidential, "U" ("UQ") shall be added to the classifier "Q" of the fund number. Similar changes shall be made in all stocktaking documents of the fund.
105. In case of disclosure of one or several documents that were in the composition of a confidential file, the file shall remain in confidential custody and stocktaken as partially confidential. The letter "U" shall be added to the classifier "Q" of the archive mark on the binding of the file. Numbers of sheets of disclosed documents shall be listed in the column "Note" opposite the title of the partially disclosed file, as well as in the internal list of the file. The number of the partially disclosed files shall be indicated in the summary of the list.
106. The fund and list that included partially disclosed custody units shall be stocktaken as confidential.

9. PECULIARITIES OF STOCKTAKING OF DOCUMENTS OF PERSONAL ORIGIN

107. Entry of documents having personal origin shall be stocktaken on the basis of an act on acceptance of documents for custody, following their inclusion in the composition of the archival holdings of the Republic of Armenia, and determining the conditions for custody and use under a contract concluded with the owner of the documents. A list of transfer of documents shall be attached to the act, drawn up by the owner of the documents or, upon his or her consent, an employee of the archive and approved at the sitting of the MEC or EC of the archive. Availability of rare and particularly valuable documents shall be indicated in the list of transfer.
108. Following the description of documents having personal origin, changes made to the number and composition thereof shall be formulated by an act on description of documents, based whereon changes shall be made to the stocktaking documents. For documents not subject to custody, an act on returning the documents to the owner shall be drawn up in 2 copies, one of which shall be returned to the owner along with the documents.
109. Custody of non-stocktaken documents having personal origin in the archive shall not be permitted.

10. STOCKTAKING OF DOCUMENTS ACCEPTED FOR CUSTODY UNDER BAILMENT

110. Documents transferred to archives on under bailment by legal and natural persons shall be stocktaken separately from documents for permanent custody, in the relevant record-register (Form no 29).

11. STOCKTAKING OF CARBON COPIES OF DOCUMENTS EQUIVALENT TO THE ORIGINAL

111. Carbon copies of documents equivalent to the original, relating to the composition of the archival holdings of the Republic of Armenia, shall be:
- (1) microcopies of documents prepared and formed by an organisation generating a fund;
 - (2) carbon copies of documents lawfully received from foreign archives;
 - (3) carbon copies of the documents having an important significance for the society, the origins whereof were lost or are the ownership of a legal and natural person and are in custody thereby, and carbon copies thereof have been transferred to archives.
112. Carbon copies of documents equivalent to the original, which have been prepared in the form of microcopies, shall be stocktaken in the composition of the relevant fund, in a separate list. In that case, the number of the sheets copied from one file shall be shown in a fraction in the column "Number of sheets" of the list.
113. Archival fund-holdings shall be formed from carbon copies of documents equivalent to the original, which were received from foreign archives, the originals whereof are lost or in custody by legal and natural persons. Fund-holdings shall be stocktaken in the list of funds under the provisions of this Procedure. Moreover, pointing out the special nature of the document shall be deemed to be a mandatory element of the name of the archival fund-holding.
114. Custody units, names shall be formed from carbon copies of documents equivalent to the original, which have been prepared from documents on paper carrier via typescript and electrographically, as well as from audiovisual documents, which shall be stocktaken in the lists on a relevant carrier, like original documents. Physically separated microfilm or the set of microphiches

shall be accepted as a custody unit of carbon copies of documents equivalent to the original (made in the form of a microcopy). Each custody unit shall be stocktaken in the list under an individual number. The title of the custody unit of microcopies must reflect briefly and in summary the composition and content of the documents of the copied files. Along with the custody units of microcopies, the sum quantity of the shots thereof shall be shown in the summary of the list.

12. STOCKTAKING OF INSURANCE AND USE FUNDS

115. The volume of an insurance fund shall be measured in stocktaking units and custody units, as well as:

- (1) in shots — for carbon copies of paper-based documents and photodocuments;
- (2) in metres — for copies of cinema documents;
- (3) in sounding duration — for copies of phonodocuments;
- (4) in megabytes — for electronic (digital) copies, including made from traditional tangible carriers of cinema-photo-phonodocuments; moreover, insurance copies and use fund copies of paper-based documents and cinema-photo-phonodocuments, made traditionally and electronically (digitally), shall be stocktaken separately.

116. Stocktaking shall be carried out according to the stocktaking book of entry of the insurance fund and use fund and the lists of the insurance fund. Stocktaking of entry and writing off of insurance copies shall be carried out based on orders for preparing insurance copies and use fund copies, acts on transfer and acceptance of insurance copies to special custody (Form No 30) and other acts. Each year, a record on the number of insurance copies accepted during the year shall be made in the stocktaking book of entry. Lists of the insurance fund shall be drawn

up in 3 copies. The first copies of the lists shall be transferred to the archive depository along with the insurance copies, the second and third copies shall remain in the archive. When copying documents and transferring insurance copies to the special archive depository, new summaries shall be drawn up in the lists of the insurance fund.

117. The stamp "УФ" (insurance fund) shall be put opposite the title of the copied custody unit, stocktaking unit in the column "Note" of the lists. Where all files and documents of the list have been copied, the stamp "УФ" shall be put only on the title page and the binding of the list.

13. STOCKTAKING OF INSURANCE AND USE FUNDS OF DOCUMENTS ON PAPER CARRIER, MADE ON A FILM ROLL

118. The physically separated microfilm roll shall be taken as the name and custody unit of an insurance fund of documents on paper carrier, made on a microfilm roll. Each custody unit of an insurance fund of documents on paper carrier, made on a film roll, shall be registered as a sum in the stocktaking book of entry of the insurance fund and use fund, based on the order lists for preparing insurance copies. Stocktaking numbers of custody units of an insurance fund shall be issued according to the stocktaking book of entry, which shall be deemed to be an integral part of archive markings.
119. For all insurance copies, irrespective of fund belonging, a list of insurance fund shall be drawn up, wherein the numbering of the custody units shall correspond to the stocktaking number issued by the stocktaking book of entry.
120. The archive marking of a custody unit of an insurance fund shall be deemed to be the name of the archive, the number of the list of the insurance fund, the stocktaking number of the custody unit of the insurance fund, by adding the classifier "УФ".

**14. STOCKTAKING OF INSURANCE AND USE FUNDS
OF DOCUMENTS ON PAPER CARRIER, MADE ON A MICROPHICHE**

121. The name of an insurance fund of documents on paper carrier made on a microphiche shall be accepted one or several microphiches copied from one file, placed in one envelope, and the custody unit — the microphiche. A reference number shall be issued to each entry according to the stocktaking book of entry. Quantitative indicators shall be included by taking into account the fund belonging of the copied copies, according to each fund and separate list.
122. Lists of an insurance fund made on a microphiche shall be drawn up separately for one or several insurance copies of lists thereof. The stocktaking number of the name of an insurance fund and use fund of documents on paper carrier, made on a microphiche, shall be the stocktaking number of the copied file, the archive marking — the archive marking of the copied file, respectively, by adding the classifiers "УБ" and "Г" (positive) for an insurance fund, and the classifier "Г" (diazocopy) for a use fund.

**15. PECULIARITIES OF STOCKTAKING
OF INSURANCE AND USE FUNDS OF AUDIOVISUAL DOCUMENTS**

123. Stocktaking units and custody units of copies of an insurance fund and use fund of audiovisual documents shall be stocktaken by the same numbers of stocktaking units and custody units of the audiovisual documents. Insurance copies of cinema-photodocuments, irrespective of their types, shall be stocktaken in the stocktaking books of entry and lists of an insurance fund and use fund.
124. Copies of an insurance fund and use fund of phonodocuments made on a magnetic film shall be stocktaken separately, according to their type (magnetic record, CD), stocktaking books of entry and lists.

125. Summaries of lists of insurance copies of cinema-photo-phonodocuments shall also indicate their volumes in metres, shots, and time of sound. The number of stocktaking units of an insurance fund of cinema-photo-phonodocuments shall be transferred to the list from the stocktaking book of entry. The archive code of the stocktaking unit of an insurance fund of cinema-photo-phonodocuments shall be deemed to be the name of the archive; the number of the stocktaking unit of the insurance fund added the classifier "УФ".

**16. STOCKTAKING OF COPIES THAT WERE IN THE COMPOSITION
OF A USE FUND OF DOCUMENTS GENERATED DURING SCIENTIFIC-
TECHNICAL AND OTHER ACTIVITIES OF THE ARCHIVE**

126. Copies of documents of a use fund shall be stocktaken in the stocktaking book for copies of the documents, the composition of the requisites whereof shall depend on the manner of preparation; moreover:

- (1) in case of large-scale copies made in various manners, various stocktaking books for copies shall be kept:
 - a. microfilms and microphiches;
 - b. photocopies;
 - c. on paper carrier;
- (2) a custody unit of copies of documents of the use fund, depending on the manner of preparation thereof, shall be accepted to be:
 - a. a physically separated microfilm roll, the set of microphiches made from one or several files, copied;
 - b. one or several photodocuments of a certain type;
 - c. set of sheets of copies of documents, made via typescript and electrographically;

- (3) custody units shall be numbered according to the stocktaking book for copies of documents.
127. Relevant information shall be drawn up in stocktaking books concurrently with stocktaking the copies, which shall be included in the database. A note shall be made opposite the title of the relevant custody unit. stocktaking unit in the column "Note" of the list on availability of copies of a use fund.

17. STOCKTAKING OF LIBRARY HOLDINGS

128. The main stocktaking units of all kinds of publications of library holdings in custody in the archive shall be the copy and the name. The main stocktaking unit of sheets shall be the annual set, the additional one — the complex of sheets wrapped in cover. Library holdings shall be stocktaken in a total (quantitative) and individually. In case of quantitative stocktaking, the composition and volume of library holdings, changes taken place therein shall be confirmed. Quantitative stocktaking shall be carried out by main stocktaking documents — the quantitative stocktaking book and the stocktaking book of library holdings.

18. REQUIREMENTS OF THE STOCKTAKING DATABASE AND MAIN REQUIREMENTS FOR ORGANISING ITS MAINTENANCE

129. Stocktaking databases shall be organised for:
- (1) ensuring of stocktaking information;
 - (2) state centralised stocktaking of documents in a machine regime;
 - (3) preparation of statistical information, analytical tables, including movement of changes in the volume, composition and condition of archive documents in the machine regime;

- (4) quick submission of information on the availability — in the archive — of documents of this or that organisation generating a fund on a certain time period.
130. Stocktaking databases shall be completed on the basis of stocktaking documents of an archive. As of 1 January of each year, data of state centralised stocktaking documents shall be included in the database, and current works are further performed for including all other changes.

IV. CUSTODY OF THE ARCHIVAL HOLDINGS OF THE REPUBLIC OF ARMENIA. GENERAL PROVISIONS

131. Custody of documents of the archival holdings of the Republic of Armenia shall be carried out in State and community archives, in archives of staffs of state and local self-government bodies, in archives of state and community institutions and organisations, pursuant to the time limits for custody.

2. CUSTODY OF DOCUMENTS IN THE STATE ARCHIVE

132. Documents shall be in custody in the State Archive in buildings specially built or adjusted for that purpose, which must be isolated with an external fence, far from industrial productions polluting the air with gases and dust and from fire hazardous structures, for the purpose of ensuring the safety of the documents.
133. Custody of documents shall be carried out in archive depositories meeting the conditions of the regulatory regime.
134. Archive depositories must be provided with security and fire-fighting alarm systems and fire extinguishing means.
135. Doors and windows of archive depositories must comply with the security requirements for custody of documents. An archive depository must have an emergency exit door for evacuating documents where necessary.

136. The electric communication wire network must be closed, switchboards, fuses must be installed outside the archive depository, and electronic equipment must be earthed in archive buildings.
137. Documents shall be in custody in archive depositories in metal cabinets or on racks, in folders or boxes.
138. Rack location indices shall be drawn up for placing documents, wherein each change related to the movement or accessioning of documents shall be reflected.
139. Documents and files accepted for custody in the archive depository shall be dusted off and disinfected in the area separated for that purpose, by means of relevant equipment.
140. Documents shall be distributed in archive depositories into groups corresponding to stocktaking documents or, within the scope of classification of separate funds, based on the principle of complex custody, as well as accelerated search thereof.
141. The following documents shall be subject to separated custody in an archive depository:
 - (1) confidential;
 - (2) rare;
 - (3) self-igniting (on nitro basis);
 - (4) infected with biological pests;
 - (5) accepted for custody under bailment.
142. Giving out documents (files) from the archive depository for use and accepting them back shall be registered in the register for giving out documents (files) from the archive depository and accepting them back (Form no 31), by checking the number of sheets.

143. For the purpose of determining the actual availability of custody units (files) in archive depositories, the compliance of the actual quantity thereof with the data of stocktaking documents, detecting documents subject to recovery and repair, conservation, pre-custody and technical processing, a check of the availability and preservation of documents shall be conducted.
144. During the check of the availability and condition of preservation of documents:
- (1) actual availability of documents in custody shall be confirmed;
 - (2) inaccuracies available in stocktaking documents shall be revealed and eliminated;
 - (3) missing documents shall be revealed and their detection shall be organised;
 - (4) documents subject to recovery, reinforcement and pre-custody and technical processing shall be revealed and stocktaken;
 - (5) documents not complying with the nature of the archival holdings shall be revealed.
145. The check of the availability and condition of preservation of documents shall be conducted:
- (1) annually for rare documents;
 - (2) once each 10 years for paper-based particularly valuable documents;
 - (3) once each 5 years for audiovisual documents;
 - (4) once each 2 years for nitro-based cinema documents.
146. The periodicity of checking the availability and condition of preservation of other documents shall be defined based on a decision of the relevant consultative body of the State Archive (MEC, scientific board, etc.), taking into account the effectiveness of the use of the documents and the condition of stocktaking of the documents, but at least once each 15 years.

- 147 Results of the check of the availability and condition of preservation of documents shall be recorded in stocktaking documents after completing the works within the scope of a certain complex of documents, based on the check list (Form No 32) and act (Form no 33).
148. Works for conservation, special pre-custody and technical processing (recovery, repair, disinfection) of documents shall be performed in laboratories functioning within the archive, pursuant to the procedure prescribed by the MEC.
149. The statute, custody regime and structure of distribution of documents of archive depositories of the State Archive shall be defined by the director of the State Archive, based on international and inter-state standards. The statute, custody regime and structure of distribution of documents of archive depositories of state bodies, state institutions and organisations shall be defined by the chief of staff of the state body or the official having the competence thereof, the head of the state institution or organisation, taking as a basis the acts defined by the director of the State Archive.

3. CUSTODY OF DOCUMENTS IN OTHER ARCHIVES

150. Documents shall be in custody in archives of staffs of state and local self-government bodies, state and community institutions and organisations in an archive depository furnished for that purpose, in compliance with the conditions envisaged by this Procedure for the State Archive.
151. The statute of archive depositories of community archives, local self-government bodies, institutions and organisations, the custody regime and structure of distribution of documents shall be defined by community heads.

4. CUSTODY OF DOCUMENTS IN THE STATE ARCHIVE UNDER BAILMENT

152. Documents of legal and natural persons shall be transferred to state archives to custody under bailment in compliance with the requirements of part 4 of Article 13 of the Law of the Republic of Armenia "On archive keeping".
153. Documents shall be transferred to state archives based on the written application of the owner.
154. Documents shall be accepted to state archives for custody under bailment upon the order of the director of the State Archive, within ten working days following the receipt of the application provided for by point 153 of this Procedure.
155. Documents shall be transferred to state archives for custody under bailment by relevant lists. In specific cases, documents may be transferred in sealed sacks or boxes.
156. Documents shall be transferred to state archives for custody under a contract (Form no 34) and transfer and acceptance act (Form No 35), which shall be drawn up in two copies.

5. DETECTION AND RECOGNITION OF PARTICULARLY VALUABLE AND RARE ARCHIVE DOCUMENTS

157. The criteria for declaring archive documents as particularly valuable shall be:
 - (1) the place and role of the organisation generating the archive document in the state administration system or in a certain field, whereas in case of documents having personal origin — the importance of the natural person in the social life;
 - (2) time and place of generation of the document;
 - (3) importance of the information contained in the document;

- (4) external peculiarities of the document;
- (5) artistic, paleographic, linguistic peculiarities of the document, availability of coat of arms, seals, stamps, and symbols.

158. The criteria for declaring archive documents as rare shall be:

- (1) the age (prescription of origin) of the document;
- (2) authenticity of the document;
- (3) indisputability of the historical and cultural significance of the document;
- (4) high tangible value of the document;
- (5) relation of the document to a historical event;
- (6) relation of the document to a historical individual;
- (7) legal significance of the document;
- (8) peculiarities of the artistic and other design of the document;
- (9) the criterion of sub-point 1 of this point — the age of documents, shall be sufficient for declaring the document as rare, and application of no other criteria is required. The criteria of sub-point 2-5 of this point shall be applied jointly, to all documents relating to any one of the criteria of sub-points 6-9 of this point. That is to say, in case the criterion of age is missing, the document may be declared as rare when applying at least 5 criteria.

159. All archive documents having been generated before 1828 shall be declared as particularly valuable without appraisal through expertise.

160. Archive documents shall be declared as particularly valuable and rare following their appraisal through expertise and transfer to State or community archives for custody.

161. Immediate works for declaring archive documents as particularly valuable and rare — detection and description, shall be carried out by State and community archives.
162. Documents deemed to be the ownership of other legal and natural persons shall be declared as particularly valuable and rare upon the wish of their owner, through the procedure prescribed by this Procedure.
163. The decision on declaring archive documents not in custody in the State Archive as particularly valuable and rare shall be adopted by the State Archive, based on the applications of community archives and other legal and natural persons.
164. The procedure for declaring archive documents as particularly valuable, except for the case provided for by point 159 of this Procedure, shall include:
 - (1) drawing up the list of custody units (files) containing particularly valuable documents in archives;
 - (2) submission of the application to the State Archive;
 - (3) discussion of submitted materials and adoption of a decision by the MEC of the State Archive.
165. The procedure for declaring an archive document as rare shall include:
 - (1) drawing up a stocktaking and description sheet of a rare document for each rare document detected;
 - (2) submission of the application to the State Archive;
 - (3) discussion of submitted materials and adoption of a decision by the MEC of the State Archive.

6. CREATION OF INSURANCE COPIES OF PARTICULARLY VALUABLE AND RARE DOCUMENTS

166. All documents declared as particularly valuable and rare, irrespective of their type (manner of reproduction), time of generation and carrier, as well as lists of archive funds in the composition whereof there are particularly valuable and rare documents shall be subject to copying for the insurance fund of particularly valuable and rare documents. The sequence of insurance copying of documents shall be determined by the criteria for their appraisal and significance of information contained, condition of physical preservation, and frequency of use.

167. The types of insurance copies of documents shall be:

- (1) for paper-based documents — the negative microtype (microfilm of microfiche), made by the method of optical photo shooting;
- (2) for cinema documents — the first joint copy of the original, made by the method of contact printing, on a relevant type of cinema film;
- (3) for photodocuments — the first copy of the original, made by the method of reprinting or by the contact method, on a relevant type of photographic film;
- (4) for phonodocuments — the first copy of the original, made by the method of magnetic recording, on a relevant type of magnetic film;
- (5) for videodocuments — the first copy of the original, made in the format of the original, by the method of magnetic recording;
- (6) copies of documents (irrespective of mode and type) made via modern information technologies.

168. For the purpose of ensuring the preservation of documents, copies for the use fund shall be made along with making their insurance copies, in the formats of modern information technologies.

169. Copies of completely copied files shall be included in the use fund, as a rule. Copies of separate documents may be included in the use fund only by including them in the thematic collections of documents.
170. Insurance copies must full comply with the original documents in their content and typical characteristics of appearance. Compliance of copies with the requirements of the relevant regulatory-technical documents in effect must be guaranteed by the person making the copies.
171. The person making insurance copies shall mandatorily check their quality and state the results of the check in the acts of the form prescribed by regulatory-technical documents.
172. When transferring and accepting insurance copies, the completeness of their set, number of copies, technical condition shall be checked by visual observation, as well as the completeness and accuracy of data and information recorded in the act on the technical condition. Stocktaking of the insurance fund and use fund of particularly valuable and rare documents shall be carried out as prescribed by the agency act.
173. During custody, insurance copies shall be subject to:
- (1) check of availability and condition for the purpose of defining the actual availability, and stating their compliance with the data of stocktaking documents;
 - (2) supervision of technical condition and conducting necessary conservation and preparation measures.
174. Technical supervision of the insurance fund shall be conducted once each 3 years; moreover, 1/3 of insurance copies made in each year shall be subject to supervision.

175. Results of technical supervision shall be registered in the act on the technical condition of insurance copies, wherein an opinion on the need to conduct preparation and recovery works and time limits shall be issued, and the time limit for conducting the following technical check shall be defined.
176. Availability and condition of the use fund shall be checked for the purpose of organising works related to the supervision of preservation of copies of documents and timely recovery of the use fund. The volume of works for checking the availability and condition of the use fund and periodicity of the conduct thereof shall be prescribed by taking into account the total volume of the fund, the frequency of provision of copies and their re-generation (reproduction), as well as the existing conditions of preservation of the insurance fund in the archive.
177. Transfer and acceptance of insurance copies to the archive depository shall be carried out based on the order of the director, whereto lists of particularly valuable units (files) or copies of lists of custody units (files) wherefrom the insurance fund has been copied shall be attached.
178. The insurance fund of particularly valuable documents shall be inviolable and kept in custody separately from the original, in a separate archive depository or in a separated area of the common archive depository.

7. CUSTODY OF PARTICULARLY VALUABLE AND RARE DOCUMENTS

179. Particularly valuable and rare documents shall be kept in custody in a separate archive depository or in a separated area of the common archive depository.
180. The following may be distributed in the archive depository envisaged for the separated custody of particularly valuable or rare documents or in the area separated in the common archive depository:

- (1) the entire fund, where the main part of the documents included in the composition thereof has been declared as particularly valuable and rare;
 - (2) certain structural parts (divisions) of the fund (funds), in the composition of the custody units (files) included wherein there are particularly valuable and rare documents;
 - (3) custody units (files) separated from the composition of the fund (funds) and joined by a certain feature, wherein particularly valuable and rare documents are in custody.
181. Complete funds containing particularly valuable documents, their certain structural parts (divisions) and custody units (files) shall be transferred for separated custody pursuant to the order of the director of the State and community archive, the chief of staff of the state body, by formulating a relevant transfer and acceptance act.
182. An archive depository or the separated area of the common archive depository provided for custody of particularly valuable documents must have a regulatory regime for ensuring the custody of those documents.
183. Particularly valuable documents transferred for separated custody shall be subjected to special preparation and technical processing. Measures applied during the custody of those documents (sheet dusting off, disinfection, etc.) shall be carried out upon necessity.
184. The entire complex of particularly valuable and rare documents shall be immediately removed from the process of active use within the archive and outside it. Copies of the use fund of originals of particularly valuable and rare documents must be used instead of them, which have been created in the archive for that purpose.
185. As a rule, originals of particularly valuable documents must not be provided to surveyors, must not be provided to other organisations for temporary use.

Deviations from this rule are permissible only in case of organising exhibitions of documents, upon the special permission of directors of State and community archives.

8. RESPONSIBILITY FOR CUSTODY OF DOCUMENTS

186. Responsibility for custody of documents in the State Archive shall be put on the fund keeper (fund keepers) upon the order of the director of the Archive.
187. Responsibility for custody of documents in archives of staffs of state and local self-government bodies, state and community institutions and organisations shall be put on the head of the archive (archive-keeping specialist of the staff) upon the order of chiefs of staff of the relevant state and local self-government bodies, heads of the state and community institution and organisation.
188. Transfer and acceptance of the archive depository of State and community archives (archives of staffs of state and local self-government bodies, state and community institutions and organisations) shall be carried out through commissions established upon the order of heads of the State and community archives (chiefs of staff of the relevant state and local self-government bodies, heads of the state and community institution and organisation) and formulated by an act.
189. In case of acceptance of the archive depository of the State Archive (archives of staffs of state and local self-government bodies, state and community institutions and organisations), the availability and fitness for use of the sets of archive funds in custody therein, stocktaking documents, as well as the equipment installed shall be checked by the relevant stocktaking documents. General check of availability and preservation of archive funds and files may also be conducted upon necessity.

V. USE OF DOCUMENTS OF THE ARCHIVAL HOLDINGS OF THE REPUBLIC OF ARMENIA

190. Documents of the archival holdings of the Republic of Armenia shall be used for scientific, cultural, socio-economic, creative purposes, as well as for the purpose of ensuring the protection of the rights of legal and natural persons and for other purposes not prohibited by law.
191. Documents of the archival holdings of the Republic of Armenia shall be provided to archives of staffs of state and local self-government bodies, state and community institutions and organisations — to temporary, State and community archives after transferring for permanent custody.
192. Documents of the archival holdings of the Republic of Armenia shall be provided to the user for study upon the permission of heads of State and community archives, whereas in archives of staffs of state and local self-government bodies, state and community institution and organisation — of their heads, in the areas separated for that purpose of the mentioned archives.
193. The permission for use of documents of the archival holdings of the Republic of Armenia shall be formulated based on the application or letter of the user, wherein the surname, name of the user, and purpose of study shall be indicated. The identification document of the user shall be submitted concurrently with the application or letter, whereas in case of making use of documents containing a personal or family secret — also a documents on the kinship (family member, legal heir, etc.). The permit for the use of the documents shall be formulated, and the documents shall be provided to the user for study within one working day following the submission of an application or letter.
194. Documents of the archival holdings of the Republic of Armenia may be provided for temporary use to courts, law enforcement bodies, fund generators — from their funds, as well as other legal persons based on the decision of the court, by a transfer and acceptance act.

195. Archive statements of information, copies of archive documents or excerpts therefrom shall be provided from documents of the archival holdings of the Republic of Armenia based on the application of the user.
196. The text of the archive statements of information shall be stated in the chronological order of realities, by indicating the types of archive documents and their dates. Quotations from archive documents are permitted in the archive statement of information. Failure by separate data of archive documents to match with the information stated in the enquiry shall not be a hindrance to inclusion thereof in the archive statement of information, provided that the matching of all the other pieces of information does not give rise to doubts in the issue of identity the person or fact whereof it is spoken in the archive documents. Those data shall be stated in the archive statement of information as they are stated in the archive documents, and the differences, contradictions, failure to match and incorrect names shall be stated in the text of the statement of information, in brackets ("That is what the document says", "That is what the text of the original says", "Data of the employment record book do not comply with the archive documents"). Information on work at several organisations and study at several education institutions shall be included in one archive statement of information. A note shall be made in the notes on the text of the archive statement of information on sections written illegibly, corrected by the author, having become illegible due to the damage of the text of the original — "That is what the text of the original says", "Illegible in the text", etc. It is not permitted to make changes, corrections, comments, personal conclusions of the executor in the text of the archive statement of information on the content of the archive documents based whereon the archive statement of information has been drawn up. Archive markings and numbers of sheets of archive documents, custody units (files) of printed publications used for drawing up the archive statement of information shall be indicated at the end thereof. It is permitted to write the archive markings

and indicate the numbers of sheets of custody units (files) of archive documents in the text of the archive statement of information, immediately after the statement of each fact or reality. Each of the sheets of an archive statement of information exceeding one sheet must be numbered, sewn and certified by the seal of the archive or a separated sub-division thereof (for the archive of an archive of a community or organisations that is not a legal person — by the seal of the local self-government body or organisation). Upon necessity, copies of archive documents confirming the information stated in the archive statement of information or excerpts therefrom shall be attached thereto. In case necessary archive documents are missing from the archive to respond to the enquiry (applications), information on the location of the documents shall be provided based on the data available in the archive. In case the fact of loss of archive documents containing information on the enquiry (applications) is certified by a document, the archive shall provide a statement of information with a certified seal on that issue.

197. The name of an archive documents, the number and date thereof shall be reproduced in full in the archive excerpt. Excerpts from texts of archive documents must include all data available on that enquiry. The beginning and end of each excerpt, as well as omission of separate words in the text of the archive documents shall be indicated by ellipsis. Archival marking and numbers of sheets of the custody unit (files) of an archive document shall be indicated after the text of the archive excerpt. The authenticity of archive excerpts issued in relation to enquiries shall be certified by the signature of the head of the archive or a separated sub-division thereof and the seal of the archive (separated sub-division thereof) (for the archive of an archive of a community or organisations that is not a legal person — by the seal of the local self-government body or organisation).

198. Archive statements of information, copies of archive documents or excerpts therefrom on having served in the army, participated in guerrilla movements, having been in concentration camps, having been repressed shall be provided to citizens free-of-charge, unless otherwise provided for by the legislation of the Republic of Armenia.
199. Prices and rates of paid provision of information services for use of documents and commercial use of documents and their information and search media for the user shall be defined as prescribed by the legislation of the Republic of Armenia.
200. Responses to application-enquiries of users of documents of the archival holdings of the Republic of Armenia, archive statements of information, excerpts from archive documents and copies shall be provided to users in person (by submitting and identification documents and by signature) or via postal service, at the expense of the State and community archives, state and local self-government bodies, state and community institutions and organisations, as prescribed by the legislation of the Republic of Armenia.
201. Acquitted (rehabilitated) persons and their heirs shall be entitled to receive — based on their applications, upon the written permit of the head of the archive — the originals of creative documents preserved in dismissed criminal and administrative, as well as filtering-verification files (manuscripts, photographs and other personal documents, except for passports, military service record books, official identification cards and other documents of official origin). Citizens shall be entitled to receive — based on their applications, upon the written permit of the head of the archive — the originals of documents on their education and employment record books preserved in the archive. Copied copies of archive documents removed from files shall be attached to those files. Removal of archive documents from files, as well as replacement thereof with carbon copies shall be reflected in the certification sheet of those files, and the lists of files and

documents. Return of originals of archive documents shall be formulated by an act on removing them from relevant files. The act and the other documents based whereon the archive documents have been returned, and the acknowledgement of receipt of the person having received them in person shall be included in the fund file.

202. Use of documents of the archival holdings of the Republic of Armenia shall be rejected only in compliance with the requirements of Article 22 of the Law of the Republic of Armenia "On archive keeping".
203. When publishing documents of the archival holdings of the Republic of Armenia, tampering, distortion, re-editing of content, image or sound shall be prohibited, the name of the archive and the numbers of the archive fund, list, file sheet, titles and authors of cinephotophonodocuments shall be indicated.
204. Instructions and directives on studying documents of the archival holdings of the Republic of Armenia, organising their exhibition, publishing, providing for temporary use, as well as the system of information and search media shall be prescribed by heads of State and community archives, chiefs of staff of state and local self-government bodies, and heads of state and community institutions and organisations.

VI. CIRCULATION OF ELECTRONIC DOCUMENTS OF THE ARCHIVAL HOLDINGS OF THE REPUBLIC OF ARMENIA IN ORGANISATIONS

205. Electronic documents shall be generated, processed and kept in custody in the system of electronic document circulation of the organisation.
206. Electronic documents must be formulated according to the general rules of records management and have requisites envisaged for a document on paper carrier.

207. The composition of electronic documents generated in the organisation shall be prescribed by the list of documents, kept in custody and used exclusively in the form of electronic documents. The list of documents shall be approved by the chief of staff of the state body or the official having the competence thereof, and the head of the state institution or organisation.
208. Electronic reports entered via the system of electronic document circulation between organisations shall be registered in the system of electronic document circulation of the organisation, in compliance with the procedure for records management. The system of electronic document circulation of the organisation must provide for registration (stocktaking) and inclusion into the system of electronic reports sent and received via the system of electronic document circulation between organisations.
209. Electronic documents shall be accepted and delivered by sub-divisions responsible for organising and maintaining records management.
210. During the receipt of electronic documents, the sub-division responsible for organising and maintaining records management shall verify the authenticity of the electronic digital signature.
211. The procedure for records management must provide that draft electronic documents shall be drawn up, formed and agreed by the general principles for records management prescribed for similar documents on paper carrier. An electronic document must have requisites prescribed for documents transferred on paper carrier, except for the stamp.
212. In cases of transferring an entered electronic document to the head of the organisation for discussion, sending them to the structural sub-divisions and responsible executing officers of the organisation, and delivery and custody of electronic documents, their registration data shall be transferred (maintained) along with the electronic documents.

213. The stocktaking unit of an electronic document shall be the electronic document registered in the system of electronic document circulation. An electronic document having annexes shall be registered as one document.
214. The procedure for records management may provide for inclusion of additional information on documents in the electronic document circulation system of the organisation. The following information may be included in the composition of additional information on electronic documents: name of the author of the document (where the author does not coincide with the addresser (sender) of the electronic document), transfer of time limits, names of annexes to electronic documents, key words, etc.
215. Following the sending of an electronic document certified by electronic digital signature of the authorised official, delivery thereof on paper carrier shall not be required, except for applications of citizens, including those entered via information and telecommunication systems, with respect whereto a written response must be issued to the applicant in compliance with the Law of the Republic of Armenia "On fundamentals of administration and administrative proceedings".
216. Following the completion of carrying out activities with electronic documents, they shall be co-ordinated in electronic files in accordance with the name-list of files of the organisation.
217. When drawing up the name-list of files, a note shall be made in the column "Note" on maintaining the file electronically.
218. Time limits for custody of electronic documents shall comply with the time limits provided for by the legislation of the Republic of Armenia for custody of documents on paper carrier.
219. The place of custody of electronic documents, prior to their transfer to the State or community archive, types of carriers on which they are in custody, as well as

formats of their permanent and long-term custody shall be determined by taking into account the software and technical means operated in the organisation and the norms prescribed by the legislation of the Republic of Armenia in the files of archive keeping.

VII. ACCESSIONING OF ELECTRONIC DOCUMENTS OF THE ARCHIVAL HOLDINGS OF THE REPUBLIC OF ARMENIA

1. SOURCES FOR ACCESSIONING OF ARCHIVE

220. Permanent (regular) accessioning of the archival holdings of the Republic of Armenia with electronic documents shall include:

- (1) drawing up — by state and community archives (hereinafter referred to as "archive") — lists of their sources for accessioning transferring an electronic document thereto;
- (2) prescribing the composition of electronic documents subject to acceptance to archives for custody;
- (3) transfer and acceptance of electronic documents to archives for custody.

221. Organisations shall transfer electronic documents to archives following the expiry of the time limit for temporary (until transferring to archives for permanent custody) custody prescribed by the legislation of the Republic of Armenia.

2. APPRAISAL OF ELECTRONIC DOCUMENTS THROUGH EXPERTISE

222. Electronic documents shall be appraised through expertise in organisations in compliance with the requirements provided for by this Procedure for documents on paper carrier, by taking into account the following additional features:

- (1) authenticity of the electronic document, availability of electronic signature and the positive result of the verification;
- (2) possibility to reproduce and process the information of electronic documents;
- (3) possibility of ensuring long-term (more than for 10 years) custody and carrying out technological transfer.

223. Following the expiry of time limits for custody of electronic documents in information systems of organisations, their appraisal through expertise shall be carried out for the purpose of drawing up the acts on drawing up lists of electronic documents for permanent and long-term custody (Form No 36) and on separation of electronic documents with expired time limits for custody, subject to destruction (Form no 37).

224. Acts on separation of electronic documents subject to destruction shall be approved in compliance with the requirements provided for by this Procedure for documents on paper carrier.

225. Electronic files with expired time limits for custody shall be subject to physical destruction or deletion via software and technical means, by recording the fact of their destruction in the information systems of organisations.

226. When appraising electronic documents through expertise in the electronic information systems of organisations:

- (1) selection of completed electronic documents available in the information systems of organisation, subject to permanent and long-term custody, with completed performance of works, for preparing for transferring to the archive;
- (2) check the accuracy and co-ordination of custody units of electronic documents;

- (3) check the availability of computer malware in the files of electronic documents.

3. PREPARATION OF ELECTRONIC DOCUMENTS FOR TRANSFERRING TO THE ARCHIVE

227. In the process of preparation of electronic documents for transferring to the archive, the organisation shall:

- (1) convert electronic documents into the format of archive custody;
- (2) convert electronic documents of the format of archive custody into a container of electronic documents;
- (3) draw up lists of electronic documents.

228. The following shall be included in the container of an electronic document subject to transfer to the archive:

- (1) the file of the electronic document, in the format of archive custody;
- (2) files of annexes to the document, in the format of archive custody, unless they are available and included in the file of the main electronic document;
- (3) files of electronic signatures;
- (4) verification files of electronic signatures confirming the positive results of the verification of electronic signatures;
- (5) the file of the metadata of the electronic document, in the XML format (for ensuring the further conversion of the metadata into the information system of the archive), which shall include:
 - a. metadata of registration requisites of the card of the document;

- b. metadata reflecting the processes for management of the electronic document before the inclusion in the information system of the archive.

4. DRAWING UP AND FORMATION OF LISTS OF ELECTRONIC DOCUMENTS

229. Lists of electronic documents drawn up in the organisation (Form No 1) shall be documents for the preliminary stocktaking of custody units of electronic documents for permanent and long-term custody, for transferring to the archive. The original of the list of electronic documents, files shall be drawn up on paper carrier.
230. Lists of electronic documents shall be drawn up no later than one month after the performance of works with the document at the records management.
231. When drawing up lists of electronic documents, the following requirements shall be taken into account in the organisation:
- (1) the title of the electronic file shall be entered into the list based on the accepted structure of co-ordination of the name-list of files;
 - (2) each electronic document shall be included in the list under an individual reference number, by indications on the date, time limit for custody and volume (in megabytes) of the document;
 - (3) the column "Note" of the list shall be used for indicating the acceptance of the electronic document and other information upon necessity.
232. Custody units of electronic documents shall be described in the list of electronic documents in the organisation. Custody units of electronic documents relating to one file shall constitute a separate section with a common title, wherein the following shall be indicated:
- (1) file classifier (in compliance with the name-list of files);

- 2) the title of the file;
- (3) bulk dates of documents of the file;
- (4) the number of sheets of documents of the file.

233. Description of custody units shall include the following components:

- (1) the reference number of files in within the section of the list;
- (2) the name of the file (type of the document, title of the text);
- (3) date of the document;
- (4) time limits for custody;
- (5) the size of the container of the electronic file, in megabytes.

234. A preamble shall be drawn up for the list, wherein the information system wherefrom the electronic documents have been removed, the software, its version and other technical specifications of the information system shall be indicated.

235. A summary record shall be made at the end of the list, wherein the number of custody units of electronic documents (in numbers and letters), the total volume of custody units included in the list, in megabytes, shall be indicated.

5. TRANSFER OF ELECTRONIC DOCUMENTS TO THE ARCHIVE

236. Electronic documents subject to permanent and long-term custody shall be transferred to the archive from the organisation three years after the completion of works with the document each year, no earlier than one year later and no later than three years later.

237. The organisation shall transfer electronic documents in a regulated form. in containers of electronic documents, based on lists of electronic documents, via

telecommunication systems or on physically separated tangible carriers, which shall be transported from the organisation to the archive.

238. The organisation shall carry out the following main functions when transferring containers of electronic documents to the archive:

- (1) formation of a container of electronic documents in the information system of the organisation;
- (2) formation of lists of transfer of electronic documents in the information system of the organisation;
- (3) transfer of containers of electronic documents to the information system of the archive via an information and telecommunication system, with an attached letter and copies of the lists of transfer in the electronic format;
- (4) in case of impossibility to transfer documents to the archive via an information and telecommunication system — transfer of containers of electronic documents on physically separated tangible carriers.

239. In case of transferring electronic documents to the archive on physically separated tangible carriers:

- (1) the physical and technical condition of tangible carriers physically separated for one-time writing envisaged for writing electronic documents shall be checked;
- (2) containers of electronic documents shall be written on tangible carriers physically separated for one-time writing, in two copies (main and working);
- (3) the quality of writing and reproducing electronic documents shall be checked.

240. Electronic documents shall be written on physically separated tangible carriers based on the principle "Writing one electronic file on one electronic carrier".

241. The box of each physically separated tangible carrier being transferred to the archive shall be ensured with a cover insert in clear writing, wherein the following shall be indicated:

- (1) short name of the organisation;
- (2) short name of the structural sub-division of the organisation;
- (3) the classifier of the file;
- (4) the title of the file;
- (5) an indication on the status of the electronic file:
 - a. "L" (main);
 - b. "U" (working);
- (6) the size of the electronic file, in megabytes;
- (7) date of writing electronic documents on the carrier;
- (8) an addition indication, upon necessity, on the limitation on use, etc.

242. In case of acceptance of electronic files from the organisation to the information system of the archive via information and telecommunication systems:

- (1) a note on the electronic document shall be made in the information databases of the information system of the archive;
- (2) the note on the electronic document shall be completed with a link on the place of custody.

243. When accepting containers of electronic documents from organisations to the archive, the following main actions of work with documents shall be carried out:

- (1) notification of the information system of the organisation on accepting containers of electronic files to the archive or rejecting the acceptance of the notification to the archive, by substantiating in that case the failure thereof to comply with the requirements prescribed by this Procedure;

- (2) check of the availability of computer malware in electronic documents, reproduction of electronic documents, and the physical and technical condition of carriers (in case of accepting electronic documents on physically separated carriers);
- (3) addition of archive marking to the metadata of the electronic document.

244. Acceptance of electronic documents to the archive shall be formulated by drawing up a summary in the end of each copy of transfer lists, wherein the number of electronic files actually accepted, of the electronic files, the total size in megabytes, and the date of transfer and acceptance shall be indicated in numbers and letters. The summary shall be approved by signatures of employees of the organisation and the archive.

245. In case of accepting electronic documents to the archive on physically separated carriers, the box insert shall be substituted with an insert drawn up in the archive, wherein the following shall be indicated:

- (1) the name (full and short) of the organisation;
- (2) the fund number;
- (3) the number of electronic files, and of the list of documents;
- (4) file number in the list;
- (5) an indication on the status of the electronic file:
 - a. "<" (main);
 - b. "U" (working);
- (6) bulk dates of electronic documents of the file;
- (7) an indication, upon necessity, on the limitation on use, etc.

**VIII. STOCKTAKING OF ELECTRONIC DOCUMENTS
OF THE ARCHIVAL HOLDINGS OF THE REPUBLIC OF ARMENIA**

1. STOCKTAKING UNITS OF ELECTRONIC DOCUMENTS

246. The stocktaking unit of electronic documents in the archive shall be the custody unit of the electronic document — the container.
247. All electronic documents and lists of electronic documents and files shall be subject to stocktaking.
248. Stocktaking shall be carried out by issuing stocktaking numbers to custody units of the electronic document; they shall comprise a component of archive markings.
249. In case of custody of electronic documents on a physically separated tangible carrier, archive numbers shall be marked on the insert of the box of the custody unit, in order to ensure the stocktaking and identification thereof.
250. In case of custody of electronic documents in the information system of the archive, archive numbers shall be included in the metadata of the container of electronic documents.
251. Archive markings of custody units of electronic documents shall include the following components:
- (1) the fund number, in the composition whereof the electronic documents has been included;
 - (2) the number of electronic files, and of the list of documents;
 - (3) the number of custody units of electronic documents (container of electronic documents) according to electronic files, list of documents;
 - (4) in indication on the status of the electronic document:

- a. "Հ" (main);
- b. "Մ" (working).

2. SYSTEM FOR STOCKTAKING OF ELECTRONIC DOCUMENTS

252. State stocktaking of electronic documents shall be carried out in archives and organisations, including in "National Archives of Armenia" State Non-Commercial Organisation — centralised state stocktaking.
253. Main and working copies of electronic documents shall be stocktaken separately.
254. The following stocktaking documents shall be used for registering stocktaking data on electronic documents:
- (1) stocktaking book for entry of electronic documents (Form No 38);
 - (2) stocktaking sheet of listed electronic documents (Form No 39);
 - (3) list of electronic files, documents (Form No 40);
 - (4) index of lists, which shall be maintained as envisaged for a document on paper carrier.
255. Stocktaking documents envisaged for electronic documents shall be maintained under the rules of maintaining stocktaking documents envisaged for electronic documents prescribed by this Procedure.

IX. CUSTODY OF ELECTRONIC DOCUMENTS OF THE ARCHIVAL HOLDINGS OF THE REPUBLIC OF ARMENIA

1. CUSTODY OF ELECTRONIC DOCUMENTS IN THE ORGANISATION

256. Electronic documents subject to permanent and long-term custody shall be included in the composition of the archive fund of the organisation.
257. Electronic documents subject to temporary custody shall be kept in custody in the information system of the organisation during the time limit provided for, and destroyed as prescribed.
258. Electronic documents shall be co-ordinated in the information system of the organisation, in accordance with the name-list of files of the organisation. The classifier shall be issued as envisaged for documents on paper carrier.
259. When drawing up the name-list of files, a note shall be made in the column "Note" on maintaining the file electronically.
260. Electronic documents of the organisation shall be co-ordinated, classifiers in accordance with the name-list of files of the organisation shall be issued thereto, and containers of electronic documents shall be formed in structural sub-division of the organisation, in accordance with the information system of the organisation.
261. The following shall be included in the container of electronic files:
- (1) the electronic document, in the format of archive custody;
 - (2) metadata of the electronic file, including the electronic signature.
262. Annexes to an electronic document (graphics, list, cost estimate, programme, etc.) shall be an integral part of the document, joined with the main document when converting, and comprise one file. Large-size annexes may be converted into separate files.

2. ENSURING OF CUSTODY OF ELECTRONIC DOCUMENTS IN THE ARCHIVE

263. Electronic documents shall be in custody in the archive in compliance with the requirements for custody of documents on paper carrier provided for by this Procedure, in order to protect them from damage and harmful impacts of the environment.
264. Undamaged custody of electronic documents in the archive shall be ensured by:
- (1) creating favourable conditions for custody of carriers of electronic files;
 - (2) placing electronic documents in the information system of the archive or in the archive depository, where the electronic documents are being transferred for custody and kept in custody on a physically separated tangible carrier;
 - (3) checking the availability of computer malware;
 - (4) checking the availability and condition of electronic documents;
 - (5) supervision of the technical and physical condition of electronic documents and carriers once every three years;
 - (6) copying electronic documents for the purpose of creating working copies;
 - (7) converting electronic documents into new formats and transferring onto new carriers;
 - (8) creating use funds of electronic documents.
265. In order to ensure the safe custody of electronic documents in the archive, the implementation of the following measures with respect to information security is necessary:
- (1) protection of electronic documents from the impact of computer malware;
 - (2) protection of electronic documents from unauthorised penetrations.

266. In case of protection of electronic documents on a physically separated tangible carrier, each carrier must have a non-hermetic box; moreover, the carrier must freely move inside the box.
267. The following measures shall be implemented during the check of the availability and condition of electronic documents:
- (1) confirmation of the actual availability of custody units of electronic documents in custody;
 - (2) detection and elimination of stocktaking shortcomings of custody units of electronic documents;
 - (3) detection of absence of physically separated tangible carriers of containers of electronic documents;
 - (4) control of the physical condition of physically separated tangible carriers of containers of electronic documents;
 - (5) control of the technical condition of electronic documents and reproductivity thereof via software (where electronic documents are in custody on physically separated tangible carriers);
 - (6) special technical processing, copying, transfer onto new carriers and detection and stocktaking of electronic documents requiring other technical processing (where electronic documents are in custody on physically separated tangible carriers).
268. Results of the check of the availability and condition of electronic documents and shortcomings detected during it shall be registered in the act on checking the availability and physical condition of electronic documents (Form No 5), which shall be inserted in the fund file.

**X. USE OF ELECTRONIC DOCUMENTS OF THE ARCHIVAL HOLDINGS
OF THE REPUBLIC OF ARMENIA**

269. Electronic documents shall be used in the organisation and archive on the paper carrier prescribed by this Procedure, in compliance with the requirements for use of documents.

I HEREBY APPROVE

(name of organisation)

(position of the head of organisation)

(signature, printed name)

_____ 20

Seal

FUND No _____

LIST No _____

of permanent custody files for _____

No i/s	Names of structural sub-divisions and titles of files	Date of files	Number of sheets of files	Note
1	2	3	4	5

_____ files included in the list: No
(in letters and numbers)

including:

missed numbers _____

letter marking numbers _____

(position of the person having drawn up the list)

(signature)

(signature, printed name)

Approved _____

Approved _____

upon Protocol No _____

upon Protocol No _____

of the EC of _____.

of the MEC of _____.

Chairperson of the Commission

Chairperson of the Commission

(signature)

(signature, printed
name)

(signature)

(signature, printed
name)

Secretary of Commission

Secretary of Commission

(signature)

(signature, printed
name)

(signature)

(signature, printed
name)

I HEREBY APPROVE

(name of organisation)

(position of the head of organisation)

(signature, printed name)

_____ 20

Seal

FUND No _____

LIST No _____

of _____

of long-term custody files

No i/s	Names of structural sub-divisions and titles of files	Date of files	Number of sheets of files	Time limits for custody of files	Note
1	2	3	4	5	6

_____ files included in the list: No
(in letters and numbers)

including:

missed numbers _____

letter marking numbers _____

(position of the person having drawn up the list)

(signature)

(signature, printed name)

Approved

Approved

upon Protocol No _____

upon Protocol No _____

of the MEC of _____.

of the MEC of _____.

Chairperson of the Commission

Chairperson of the Commission

(signature)

(signature, printed
name)

(signature)

(signature, printed
name)

Secretary of Commission

Secretary of Commission

(signature)

(signature, printed
name)

(signature)

(signature, printed
name)

I HEREBY APPROVE

_____ (name of organisation)

_____ (position of the head of organisation)

_____ (signature, printed name)

_____ 20

Seal

FUND No _____

LIST No _____

of _____

of files relating to personnel

No i/s	Names of structural sub-divisions and titles of files	Date of files	Number of sheets of files	Time limits for custody of files	Note
1	2	3	4	5	6

_____ files included in the list: No
(in letters and numbers)

including:

missed numbers _____

letter marking numbers _____

_____ (position of the person having drawn up the list)

_____ (signature)

_____ (signature, printed name)

Approved

upon Protocol No _____

of the EC of _____. _____.

Approved

upon Protocol No _____

of the MEC of _____. _____.

Chairperson of the Commission

(signature)

(signature, printed
name)

Chairperson of the Commission

(signature)

(signature, printed
name)

Secretary of Commission

(signature)

(signature, printed
name)

Secretary of Commission

(signature)

(signature, printed
name)

I HEREBY APPROVE

(name of organisation)

(position of the head of organisation)

(signature, printed name)

_____ 20

Seal

ACT

(date)

(place of drawing up)

on separation of documents (files)

not subject to custody

Taking as a basis the model list of archive documents with indication of time limits for custody, approved upon Decision of the Government of the Republic of Armenia No 397-N of 4 April 2019, the following documents and files of

_____,
(name of organisation)

not having historical and scientific value, have been separated:

No i/s	Names of structural sub-divisions and titles of files	Date of files	Number of sheets of files	Time limits for custody of files	Note
1	2	3	4	5	6

_____ files in total.
(in letters and numbers)

(position of the person having drawn up the list) (signature) (signature, printed name)

Chairperson of the Expert Commission _____
(signature, printed name)

Members _____
(signature, printed name)

Documents and files included in the act:
destroyed through burning,
transferred for recycling (underline the needed).

(Form amended by No 1572-N of 14 November 2019)

I HEREBY APPROVE

I HEREBY APPROVE

(position of the head of the transferring organisation)

(position of the head of the accepting organisation)

(signature) (printed name)

(signature) (printed name)

_____ 20

_____ 20

Seal

Seal

ACT

No _____

on transfer and acceptance of documents for custody

(ground for transfer)

_____ transferred,
(name of transferring organisation)

And _____ accepted
(name of accepting organisation)

(name of the fund transferred)

documents and their information and search system.

No i/s	Name, number of the list	Number of copies of the list	Number of files	Note
1	2	3	4	5

filed accepted in total _____

Number _____ was issued to the fund

Transferred by _____ Accepted by _____
(position) (position)

(signature) (printed name) (signature) (printed name)

-----20 -----20

Changes in the stocktaking documents have been made.

(position) (signature) (printed name)

-----20

(archive name)

STOCKTAKING BOOK FOR ENTRY OF DOCUMENTS

Started on _____

Completed on _____

Title list of the book for entry, stocktaking of documents

Size A4 (210 x 297)

(continuation)

No i/s	Date of entry	Name of organisation (surname, name, patronymic of the person) wherefrom the documents have been accepted	Number and date of the document based whereon the entry has been made	Name of the fund	Bulk dates of documents	Type of documents	Number of files or non-regulated documents (sheets)	Brief description of the condition of documents	No issued to the fund according to the list of funds	Note
1	2	3	4	5	6	7	8	9	10	11

files (documents, sheets) entered in total _____ in,
(in numbers and letters)

including: _____

(position of employee)

(signature)

(printed name)

Date

(archive name)

LIST OF FUNDS

Volume No _____

Started on _____

Completed on _____

Titles page of list of funds

(continuation)

Fund No	Date of first entry	Name of the fund	Records on writing off	Note
1	2	3	4	5

funds in total as of 1 January 20 _____ ,
(in numbers and letters)

including: _____ funds entered in 20 ,
(in numbers and letters)

_____ funds written off in 20 .
(in numbers and letters)

(position of employee)

(signature)

(printed name)

Date

Form of list of funds

Size A4 (210 x 297)

FUND SHEET

Bulk dates of each name of the fund	Name of the fund	Form of ownership, time limit for custody (only with respect to the non-state part of the AHRA)
1	2	3

Date of first entry of the fund	Date of delivery of the fund to the central fund card index	Location of the fund (name of archive)	Fund No former number of the fund
1	2	3	4

STOCKTAKING OF NON-REGULATED DOCUMENTS

Date of registration	Entered on			Written off on				Number (remainder) of available files (documents, sheets)
	act		number of files (documents, sheets)	ground			number of files (documents, sheets)	
	No	date		name of document	No	date		
1	2	3	4	5	6	7	8	9

STOCKTAKING OF PROCESSED DOCUMENTS

Date of registration	Entered on				Written off on					Number (remainder) of available files	
	list No	date	name of the list or brief description of documents	file	ground				number of files	according to the given list	according to the fund — in full
					list No	name of documents	No	date			
1	2	3	4	5	6	7	8	9	10	11	12

Form of fund sheet

Size A4 (210 x 297)

stocktaking sheet _____
 (name of the type of cinephoto-audiocuments)

Date of registration	Entry				Writing off				Availability (remainder)					
	number of the list	name, number, date of document	number		number of the list	name, number, date of document	number		number					
			of names	Custody units			of names	custody units	according to the given list		according to the type — taken in full			
									of names	Custody units	names of	lists	custody units	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	

Form of stocktaking sheet of cinephoto-audiocuments

Size A4 (297 x 210)

stocktaking sheet _____
 (name of the type of phonodocuments)

Date of registration	Entry					Writing off					Availability (remainder)						
	number of the list	name, number, date of the document	number			number of the list	name, number, date of the document	number			number						
			of names	of custody units				of names	of custody units		according to the given list		according to the type — taken in full				
				of originals	of copies				of originals	of copies	of names	of custody units	of lists	of names	of custody units		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Form of the stocktaking sheet of phono documents

Size A4 (297 x 210)

(full name of the archive)

(fund name)

FUND No _____

LIST No _____

(name of the list)

(bulk dates of documents)

Titles page of the list of funds of permanent custody drawn up in the archive

Size A4 (210 x 297)

I HEREBY APPROVE

Director (head) of archive _____
(signature) (printed name)

_____ 20

Seal

No i/s	Old numbers of files	Titles of files	Bulk dates	Number of sheets	Note
1	2	3	4	5	6

_____ files included in the list:
(in numbers and letters)

from No _____ to No _____

including: _____

missed numbers _____

letter marking numbers _____

_____ (position of the person having drawn up the list) (signature) (printed name)

APPROVED

upon Protocol No _____

of the MEC (EC) of 20 .

Chairperson of Commission _____
(signature) (printed name)

Secretary of Commission _____
(signature) (printed name)

_____ 20

INDEX OF LISTS

No i/s	Fund No	Number and name of the list	Number of files		Bulk dates	Number of copies	Note
			in total	including: relating to personnel			
1	2	3	4	5	6	7	8

_____ lists in total as of 1 January 20
(in numbers and letters)

including: _____ lists entered in
(in numbers and letters)

_____ lists written off in
(in numbers and letters)

(position of employee) (signature) (printed name)

Date

Form of index of lists

Size A4 (210 x 297)

ARCHIVE DEPOSITORY PASSPORT

1. Archive depository No _____
total area(m²) (capacity) (floor) (files)

1.1. Office(s) _____
(number) (area (m²))

1.2. Characteristics of archive depository

- rack(s) _____
(material) (number) (total length (linear metres))

- fire-fighting means _____
(available type(s), number, brand(s))

heating system _____
(type)

- control measures of the thermal and humidity regime _____
(available type(s)),

number, brand(s)

2. Load of the archive depository _____
(number of available files, percentage of load)

- boxed (bundled) _____ files

- non-boxed (non-bundled) _____ files

- non-standard sized _____ files

- scientific and technical documents _____ files

- cinema _____ custody units

- photo _____ custody units

- phono _____ custody units

- insurance copies _____ shots

- microfiche _____ custody units

3. Availability of an evacuation plan for files yes, no (underline)

Fund keeper _____
(signature) (printed name)

Responsible person _____
(signature) (printed name)

Date

Archive passport form

Size A4 (210 x 297)

FILE CERTIFICATION SHEET

_____ sheets sewn and numbered in the file
(in numbers and letters)

including: _____

sheets with letter marking _____

missed numbers _____

sheets of internal list _____

Peculiarities of the physical condition and formation of the file	Sheet No
1	2

(position of employee)

(signature)

(printed name)

Date

File certification sheet form

Size A4 (210 x 297)

SHEET

Of stocktaking and description of a rare document

1. Stocktaking and description characteristics:

Registration number _____

Date of inclusion of the document in the state register _____

Name (title) of the document _____

Type of the document _____

Author of the document _____

Date (time of creation) of the document _____

Century _____

Approximate date _____

Language of the document _____

Brief description (annotation) _____

Historical statement of information _____

Availability of precious metals and stones _____

Archaeological peculiarities _____

Seals _____

Artistic peculiarities of the design of the document _____

Fact of publication of the document _____

Exhibition _____

Ownership _____

Owner of the document _____

2. Place and location of custody of the document _____

Archive marking: f. _____, l. _____, c.u. (f) _____, _____

3. Physical description of the document

Tangible carrier of information _____

Dimensions of the document _____

Volume of the document _____

Physical condition of the document _____

Need for restoration _____

Restoration of the document: date _____ organisation _____

Surname, name, patronymic of the restorer _____

4. Insurance appraisal of the document:

1st date of appraisal: year _____ month _____ day _____

Name of the insurance company _____

Amount (in drams) _____

2nd date of appraisal: year _____ month _____ day _____

Name of the insurance company _____

Amount (in drams) _____

5. Official information:

document submitted by: _____

Protocol No _____ of the EC _____
(date)

Protocol No _____ of the MEC _____
(date)

6. Changes _____

Size A4 (210 x 297)

Of stocktaking and description of a rare document sheet form

(archive name)

SPECIAL LIST OF FUNDS CONTAINING
PARTICULARLY VALUABLE DOCUMENTS

Volume No _____

Started on _____

Completed on _____

Title page of the special list of funds containing particularly valuable documents

(continuation)

No i/s	Fund No	Name of the Fund	Numbers of lists containing particularly valuable documents	Note
1	2	3	4	5

funds in total as of 1 January 20 _____
(in numbers and letters)

(position of employee)

(signature)

(printed name)

Date

Form of special list of funds containing particularly valuable documents

(continuation)

(archive name)

(fund name)

FUND No _____

SPECIAL LIST No _____

OF FILES CONTAINING

PARTICULARLY VALUABLE DOCUMENTS

(bulk dates)

Title page of the special list of files containing particularly valuable documents

I HEREBY APPROVE

Director (head) _____

(signature) (printed name)

Date

No i/s	List No	File No	Title of file	Bulk dates	Number of sheets	Numbers of custody units of the insurance fund	Note
1	2	3	4	5	6	7	8

_____ files in total according to the list,
(in numbers and letters)

of which _____ files copied.
(in numbers and letters)

(position of the person having drawn up the list) (signature) (printed name)

Date

APPROVED

_____ upon Protocol No _____
(archive name)

_____ of the MEC.
(date)

Form of special list of files containing particularly valuable documents

(continuation)

(archive name)

INDEX OF LISTS OF PARTICULARLY VALUABLE FILES

Started on _____

Completed on _____

Title page of the index (register) of lists of particularly valuable files

Form No 17

(continuation)

No i/s	Fund No	List No	Number of files (custody units)	Number of sheets in the list	Number of copies of lists	Note
1	2	3	4	5	6	7

lists in total as of 1 January 20_____ (in numbers and letters)

including: on _____ lists entered in (in numbers and letters)

lists written off in _____ (in numbers and letters)

(position of employee) (signature) (printed name)

Date

Form of index of lists of particularly valuable files

(continuation)

(archive name)

BOOK

for stocktaking of entry of the insurance fund and use fund

Volume No _____

Started on _____

Completed on _____

Title page of book for stocktaking of entry of the insurance fund and use fund

Form No 18

(continuation)

Numbers of custody units of the insurance fund	Date of entry	Name of document, No date, based whereon copies have been accepted	Date of copying	Numbers of funds	Numbers of lists	Number of files entered in the custody units of the insurance fund	Insurance fund (number of rolls)	Use fund			Note:
								number			
								of 3rd generation microfilm rolls	of 2nd generation microfilm rolls	of copies	
1	2	3	4	5	6	7	8	9	10	11	12

_____ c.u. of the insurance fund entered in total in
(in numbers and letters)

_____ from files
(in numbers and letters)

(position of employee)

(signature)

(printed name)

Date

Form of book for stocktaking of entry of the use fund and insurance fund

(continuation)

(archive name)

BOOK

for stocktaking of entry of the use fund and insurance fund

Volume No _____

Started on _____

Completed on _____

Title page of the book for stocktaking of entry of the use fund and insurance fund

Size A4 (210 x 297)

Form No 18a

(continuation)

Entry number	Entry date	Name, number, date of the document based whereon copies have been entered	Date of copying	Numbers of funds	Numbers of lists	Number of files included in the order	Number of custody units (microphotos) of the insurance fund	Use fund		Note
								Number of orders	Number of diapositives	
1	2	3	4	5	6	7	8	9	10	11

_____ entered in total in
(in numbers and letters)

_____ from files of custody units of the insurance fund
(in numbers and letters)

_____ (position of employee) _____ (signature) _____ (printed name)

Date

Form of the book for stocktaking of entry of the use fund and insurance fund

(continuation)

Size A4 (210 x 297)

(archive name)

LIST No _____

OF DOCUMENTS OF THE INSURANCE FUND

Title page of the list of the insurance fund of documents

(continuation)

Numbers of custody units of the insurance fund	Date of copying	Number of shots of custody units of the insurance fund	Number of files entered in the custody units of the insurance fund	Information on files entered in the custody units of the insurance fund				Note
				Numbers of funds	numbers of lists	numbers of files	number of shots (according to each file)	
1	2	3	4	5	6	7	8	9

Total of _____ custody units according to the list
(in numbers and letters)

_____ insurance fund of the file
(in numbers and letters)

(position of employee)

(signature)

(printed name)

Date

Form of the list of the insurance fund

(continuation)

(archive name)

FUND No _____

Of the insurance fund of documents

LIST No _____

Title page of the list of the insurance fund

(continuation)

No i/s	Entry number in the book for stocktaking of entry	File No.	Number of custody units (microfiches) of the insurance fund	Number of shots included in the custody unit of the insurance fund	Date of copying	Note
1	2	3	4	5	6	7

Total of _____ names (copied files) in the list
(in numbers and letters)

_____ custody units (microfiches)
(in numbers and letters)

(position of employee)

(signature)

(printed name)

Date

Insurance fund lists shall be drawn up on microfiches separately for each fund, for one or several lists of the fund.

The fund number shall be indicated on the title page of the list.

Form of list of insurance fund of documents

(continuation)

Size A4 (210 x 297)

archive passport, as of 1 January 20 _____
 (archive name)

1. Composition and volume of archive documents

Indicators	Line code	Number of funds	Number of stocktaking units (files)				Number of files accepted for temporary custody
			total	including:			
				listed	confidential	particularly valuable	
A	B	1	2	3	4	5	6
Paper-based documents, in total	101						
including: Records management documents	102						
Documents having personal origin	103				X		
Scientific and technical documents	104						
Documents relating to personnel	105					X	
Cinedocuments	106						
Photodocuments	107						
Phonodocuments	108						
Videodocuments	109						
Electronic documents	110						
Microforms equivalent to the original	111				X		
Total	112						

Archive passport form

Size A4 (210 x 297)

(continuation)

Note:

Indicators	Line code	Number of stocktaking units	
		total	including listed
A	B	1	2
Cinedocuments	106		
Phonodocuments	108		
Videodocuments	109		
Electronic documents	110		

Microforms equivalent to the original _____ (shots)	111	
--	-----	--

Non-listed documents having personal origin	103	
---	-----	--

2. Composition and volume of copies of the insurance fund of archive documents

Indicators	Line code	Number of files		Volume of the insurance fund	
		copied for the insurance fund	having a use fund	number of shots of negatives	number of files of the insurance fund
A	B	1	2	3	4
Paper-based documents, in total	201				
including: Records management documents	202				
Documents having personal origin	203				
Scientific and technical documents	204				
of files relating to personnel	205	X		X	X
Cinedocuments	206			X	

Indicators	Line code	Number of files		Volume of the insurance fund	
		copied for the insurance fund	having a use fund	number of shots of negatives	number of files of the insurance fund
A	B	1	2	3	4
Photodocuments	207			X	
Phonodocuments	208			X	
Videodocuments	209			X	
ELECTRONIC DOCUMENT	210			X	
Microforms equivalent to the original	211				
Total	212				

Archive passport form

(continuation)

(continuation)

3. Composition and volume of the information and search system of archive documents

3.1. Lists, card indices, databases

Indicators	Line code	Number of lists (stocktaking and processing book)		Card indexed				Database (DB) created on the composition and content of documents	
		total	of which in full composition	number of funds	number of files, stocktaking units	number of cards drawn up		Number of DBs	volume of information
						total	included in the card index (system)		
A	B	1	2	3	4	5	6	7	8
Paper-based documents, in total	301								
including: Records management	302								
Documents having personal origin	303								
Scientific and technical documents	304								
Documents relating to personnel	305								
Cinedocuments	306								
Photodocuments	307								
Phonodocuments	308								
Videodocuments	309								
Electronic documents	310								
Microforms equivalent to the original	311								
Total	312								

Archive passport form

(continuation)

Size A4 (210 x 297)

3.2. Informative and news publications

Indicators	Line code	Number
A	B	1
Published directories	314	
including: guide, brief directories of funds	315	
Other types	316	
On administrative and territorial division	317	
On the history of institutions	318	

4. Composition and volume of the scientific and informative library

Indicators	Line code	Number
A	B	1
Books and brochures	401	
Newspapers	402	
Magazines	403	
Other types of printed materials	404	

5. Conditions of custody of documents

Indicators	Line code	Number
A	B	1
Archive buildings Total	501	
including: special	502	
Adjusted	503	

Length of racks (linear metres)	504	
including: metal	505	
Wood	506	
Mixed	507	
Degree of load (%)	508	
Equipment of buildings with alarm system (%): safety	509	
Fire	510	
Number of boxed files	511	

(position of head)

(signature)

(printed name)

Date

(name, telephone number of executing officer)

Archive passport form

(continuation)

FUND CARD

1. Fund No _____
2. Former No of the fund _____
3. Name of the fund _____
4. Place of custody of the fund _____
5. Time limit for custody _____
6. Name-changes and bulk dates of the fund _____

7. Date of the 1st entry of the fund _____
8. Dates _____
9. Number of files _____ including:
10. Records management _____
11. Having personal origin _____
12. Scientific and technical _____
13. Photo _____
14. Phono _____
15. Relating to personnel _____

16. Electronic _____
17. Volume of the fund as of 1 January 20 _____
18. Number of particularly valuable files _____
19. Number of files having insurance copies _____
20. Number of microcopied shots _____
21. Number of non-listed files, documents _____

Fund card form (face)

Fund card form

INFORMATION AND SEARCH SYSTEM OF THE FUND

1. Name of the list _____

2. Brief description, bulk dates of documents _____

3. Type of the list _____

4. Name of, date of drawing up the archive directory _____

5. Number of files entered on the computer _____

6. Number of cards drawn up _____

(position of employee)

(signature)

(printed name)

Date

Fund card form (reverse side)

(archive name)

INFORMATION

on changed made in the composition and volume of funds as of 1 January 20

No i/s	Fund No	Name of the fund	Entered on		Written off on		Total number of fund files as of 1 January 20		Files having an insurance fund	Note
			list name, brief description of documents	dates	list name, brief description of documents	dates	listed files	non-listed files (documents)		
1	2	3	4	5	6	7	8	9	10	11

files (documents) entered into the fund in total _____ in

funds _____ files (documents) _____ sheets written off files copied for the insurance fund _____

Funds from No to No are available in the archive based on the list of funds as of 1 January 20 ,

including: _____ fund, _____ files (documents) sheets are available.

numbers of transferred and joined funds (documents whereof have been used, and their numbers may not be taken)

lost _____ fund _____

free numbers _____

Director _____
(signature) (printed name)

Size A3 (420 x 297)

(archive name)

I HEREBY APPROVE

Director (head) _____
(signature) (printed name)

ACT

No _____
(date)

on separation of files (documents) not subject to destruction

Date

(on destruction)

(fund name)

Documents of Fund No _____ have been separated

for destruction _____
(indicate the standard methodical documents serving as a basis for conducting expertise)

on the basis of

No i/s	Titles of files	Bulk dates	List No	Numbers of files according to the list	Number of files	Note
1	2	3	4	5	6	7

(continuation)

1	2	3	4	5	6	7

files in total _____ for _____
(in numbers and letters)

Number, bulk dates of files left for custody and brief description of documents

Head of division _____
(signature) (printed name)

(position of employee) (signature) (printed name)

Form of act on separation of files (documents) not subject to custody

Size A4 (210 x 297)

(continuation)

Documents have been transferred for recycling _____
(name of organisation)

according to transfer and acceptance invoice No _____
(date)

(signature of fund keeper)

Changes in the stocktaking documents have been made.

(position of employee) (signature) (printed name)

APPROVED

upon Protocol No _____ of the MEC of .

(archive name)

(date)

Form of act on separation of files (documents)

not subject to custody (continuation)

Size A4 (210 x 297)

(archive name)

ACT

I HEREBY APPROVE

No _____ Director (head) _____

(date)

(signature)

(printed name)

on the impossibility to restore damages to documents and files

Date

Fund No _____

Name of the fund _____

_____ files (documents) with non-restorable damages have been detected in the fund.

List No	File No	Title of damaged file	Bulk dates	Number of sheets	Essence and causes of damages
1	2	3	4	5	6

_____ files with damages in total have been detected
(in numbers and letters)

Head of division _____
(signature, printed name)

Fund keeper _____
(signature, printed name)

Mentioned documents and files are subject to writing off _____ due to.
(indicate)

Experts _____
(position, signature, printed name)

Changes in the stocktaking documents have been made.

(position of employee) (signature) (printed name)

Date

Form of act on irremediable damages to documents and files

Size A4 (210 x 297)

_____ (archive name)

ACT

I HEREBY APPROVE

No _____ Director (head) _____

(date) _____ (signature) _____ (printed name)

Date

on non-detected documents and files the ways of search whereof have been exhausted.

FUND No _____

The absence of the below-listed documents and files of the fund has been confirmed as a result of the search. The means of search undertaken by the archive have not yielded a positive result, due to which they are being taken off stocktaking:

List No	A file No	Title of file	Bulk dates	Number of sheets	Assumed reasons for absence
1	2	3	4	5	6

files _____ in total
(in numbers and letters)

The content of the lost materials may be partially filled in from the following files

Head of division _____ (signature) _____ (printed name)

Head of archive depository _____
(signature) (printed name)

Chief fund keeper _____
(signature) (printed name)

Amendments have been made to stocktaking documents.

(position of employee) (signature) (printed name)

Date

Size A4 (210 x 297)

(archive name)

I HEREBY APPROVE

ACT

No _____ Director (head) _____

(date) _____
(signature) (printed name)

on returning the documents

Date

to the owner _____

We, the undersigned _____
(positions, surnames, names, patronymics of employees)

Have drawn up this Act to the effect that _____
(fund name)

the following groups of documents have been separated for returning to the owner

during the processing of Fund No _____
(brief description of documents, reasons for their return —
copies, documents having no historical and cultural value, etc.,
to be stated)

Files _____ documents (sheets) _____ in total

(position of employee) (signature) (printed name)

(position of employee) (signature) (printed name)

The documents _____ have been received
(signature of owner) (printed name)

Date

Changes in the stocktaking documents have been made.

(position of employee)

(signature)

(printed name)

Date

Form of act on returning documents to the owner

A4 (210 x 297)

"NATIONAL ARCHIVES OF ARMENIA" STATE NON-COMMERCIAL ORGANISATION

STOCKTAKING OF THE ARCHIVAL HOLDINGS OF THE REPUBLIC OF ARMENIA
STATE SPECIAL STOCKTAKING REGISTER FOR RARE DOCUMENTS

Started on _____

Completed on _____

Size A4 (210 x 297)

(continuation)

Registration number of the document	Date of inclusion of the document in the register	Type and name (title) of the document	Author of the document	Time or approximate year of creation of the document	Language of the document	Brief description of the document (annotation) and historical statement of information	Availability of samples of precious metals, stones, fabrics	Availability of seals, stamps, coats of arm, symbols	palaeographic, artistic, linguistic and other available peculiarities of the document	Fact of publication and/or exhibition of the document	Right of ownership, to, owners, place of the location and search data of the document	Physical descriptions, type of carriers, dimensions, volume, restoration of the document	Insurance value of the document	Official information
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

(archive name)

ACT

I HEREBY APPROVE

No _____ Director (head) _____

(date) _____
(signature) (printed name)

on disclosure of the documents of Fund No _____

Date

The Commission _____
(name of the commission)

disclosed the documents of Fund No _____
(fund name)

_____ upon Protocol No. _____

No i/s	List No	Number of disclosed files		Numbers of fully disclosed files ¹	Numbers of partially disclosed files, by indicating the numbers of non-disclosed sheets	Note
		in full	partially			
1	2	3	4	5	6	7

In total, _____ have been disclosed (in full)
(in numbers and letters)

For _____
(chronological scopes of documents)

files (partially) for _____
(chronological scopes of documents)

¹ Writing the numbers of the mentioned files with a dash is prohibited.

(position of employee) (signature) (printed name)

files accepted for open custody _____
(in numbers and letters)

to the archive depository _____

(position of employee) (signature) (printed name)

Date

Changes in the stocktaking documents have been made.

(position of employee) (signature) (printed name)

Date

Form of act on disclosure of documents

Size A4 (210 x 297)

Stocktaking register of documents (files) accepted for custody by bailment

No i/s	Years of acceptance of documents for custody by bailment	Name of organisation	Bulk dates of documents	Number of documents (files)	Time limit for acceptance for custody by bailment	Note
1	2	3	4	5	6	7

Size A4 (210 x 297)

ACT

on transfer and acceptance of insurance copies for special custody

Transferor _____

Recipient _____

Ground _____

Numbers of lists of the insurance fund	Number of copies of lists	Number of stocktaking (custody) units of the insurance fund being transferred	Number of duration of the sound of metres of shots	Number of lists of particularly valuable documents	Number of acts on technical condition	Note
1	2	3	4	5	6	7

_____ (in numbers and letters) in total

_____ (in numbers and letters)
(stocktaking units (custody units) of the insurance fund)

_____ (in numbers and letters)
(shot, metre, duration of sound (hours))

_____ (in numbers and letters)
(list of particularly valuable documents)

_____ (in numbers and letters)
(act on technical condition)

Delivered by:

_____ (position of employee) (signature) (printed name)

Accepted by:

_____ (position of employee) (signature) (printed name)

Date

Form of act on transfer and acceptance of insurance copies for special custody

Size A4 (210 x 297)

(archive name)

REGISTER FOR GIVING OUT DOCUMENTS (FILES)
FROM THE ARCHIVE DEPOSITORY AND ACCEPTING THEM BACK

Started on _____

Completed on _____

Size A4 (210 x 297)

No i/s	Date of giving out	Fund No	List No	File No	Issued to	Signature or recipient	Signature of the person accepting files back	Note
1	2	3	4	5	6	7	8	9

Size A4 (210 x 297)

_____ (archive name)

CHECK LIST No

_____ N _____

(fund name)

OF AVAILABILITY AND PHYSICAL CONDITION OF FUND FILES

Check conducted by _____
(date of check, position, surname, initials of name and patronymic of the person checking)

Availability of the document										
Numbers of lists	Number of files calculated in the list	Number of non-detected files	letter marking numbers of files not reflected in the summary		numbers of files not reflected, missed in the summary		ciphers of files wrongfully placed in the given fund	numbers of files transferred to temporary use	number of available (processed) files	temporary markings of non-regulated files
			non-stocktaken	non-listed but stocktaken in the volume	non-stocktaken	non-listed but stocktaken in the volume				
1	2	3	4	5	6	7	8	9	10	11
Condition of documents										

numbers of files subject to					numbers of files damaged, not subject to restoration	note
disinfection	disinsection	restoration	binding or sewing	restoration of faded texts		
12	13	14	15	16	17	18

_____ files in total

(in numbers and letters)

_____ (position of employee)

_____ (signature)

_____ (printed name)

_____ 20

(archive name)

I HEREBY APPROVE

Head, director (head) _____

(signature, name, surname)

(date)

ACT _____ Date _____

on checking the availability and physical condition of files

Fund No _____

Fund name _____

Check conducted from _____ until _____ including

The check established that:

1. _____ files are stocktaken according to lists
(number)

2. _____ files are missing
(number)

3. The following are with letter marking:

(1) _____ files not stocktaken in the summary
(number)

(2) _____ files not listed but stocktaken in the summary
(number)

4. The following are with missed numbers:

- (1) _____ files not stocktaken in the summary
(number)
- (2) _____ files not listed but stocktaken in the summary
(number)
5. _____ files belonging to other fund, wrongfully placed
(number)
6. _____ files are available (listed) in the given fund
(number)

of which subject to:

(1) disinfection and disinsection — _____ files
(number)

(2) restoration and repair — _____ files
(number)

(3) binding or sewing — _____ files
(number)

(4) restoration of faded texts — _____ files
(number)

(5) damaged — _____ files
(number)

(6) _____

(7) _____

7. _____ non-listed files are available
(number)

8. Thus, there are _____ files (listed and non-listed) available in the given fund.
(number)

9. Description of conditions of custody thereof:

Main shortcomings of the state and conditions of custody

Check conducted by _____
(positions, signatures, printed names of employees)

AGREED

Head, director (head) _____
(signature) (printed name)

Date

Size A4 (210 x 297)

CONTRACT No ____

ON TRANSFERRING DOCUMENTS FOR CUSTODY BY BAILMENT

city of _____ 20____

1. GENERAL PROVISIONS

1. In compliance with the legislation of the Republic of Armenia on archive keeping,

_____ (hereinafter referred to as bailor, on
(archive name)

the one side, and _____ (hereinafter referred to as bailee), on the other side,
(name of organisation)

concluded this Contract on the following:

2. SUBJECT MATTER OF THE CONTACT

2. Based on the Bailor's application, the Bailee hereby takes as a bailment the documents _____ for a period of _____
(bulk dates, number in files, sacks, boxes) (year, month)

3. RIGHTS AND RESPONSIBILITIES OF THE PARTIES

3.1. The Bailor shall be obliged:

3.1.1. to ensure the transportation of the documents and their transfer to the State Archive as prescribed;

3.1.2. to take the documents back following the expiry of the Contract or conclude a new contract;

3.1.3. to pay 50 per cent of the contractual amount envisaged for bailment at the moment of conclusion of the Contract, and the remaining amount at the beginning of the 2nd half of the period.

3.2. The Bailee shall be obliged:

- 3.2.1. to ensure the custody of the documents in compliance with the archive rules in effect;
- 3.2.2. not to transfer the documents for use without the Bailor's consent;
- 3.2.3. to return the documents in full to the Bailor following the expiry of the Contract.

4. CONTRACT PRICE

4. AMD _____ is defined for the custody of the documents accepted for custody, pursuant to the procedure for charging the fee defined for services rendered by the State Archive.

5. FINAL PROVISIONS

- 5.1. This Contract shall be in effect from the moment of signature thereof.
- 5.2. Disputes related to fulfilment of contractual obligations shall be settled through negotiations, and in case of failure to come to an agreement — as prescribed by the legislation of the Republic of Armenia.
- 5.3. In case of failure by the Bailor to take the documents back within the period defined provided for by the Contract, the documents shall be accepted for custody by the Bailee or destroyed as prescribed.

BAILOR _____

BAILOR _____

_____ archive name

I HEREBY APPROVE

Head, director (head) _____

(signature, name, surname)

(date)

ACT

Date

place of drawing up on transfer and acceptance of documents for custody by bailment

Ground: Contract No _____

_____ transferred,
(name of transferring organisation)

and _____
(archive name) (year, date)

accepted the documents for custody for a period of _____.
(bulk dates, number in files, sacks, boxes)

Transferor _____
(signature, name, surname)

Recipient _____
(signature, name, surname)

I HEREBY APPROVE

(name of organisation)

(position of the head of organisation)

(signature, printed name)

_____ 20

Seal

FUND No _____

LIST No _____

of _____

of electronic files for permanent custody (or long-term custody or relating to personnel)

No i/s	Name of the document (text of the document, titles of the text)	Date of files	Size (Mb)	Time limit for custody of files (the columns is missing in files for permanent custody)	Note
1	2	3	4	5	6
	File No _____ (file classifier) (file title) Bulk dates _____ Number of sheets _____				

_____ c. u. included in the list:
(in letters and numbers)

Electronic document No _____ No _____

Total size _____ megabytes.

letter marking numbers _____

(position of the person having drawn up the list)

(signature)

(printed name)

Approved

Approved

upon Protocol No _____

upon Protocol No _____

of the EC of _____.

of the MEC of _____.

Chairperson of the Commission

Chairperson of the Commission

(signature)

(signature, printed name)

(signature)

(signature, printed name)

Secretary of Commission

Secretary of Commission

(signature)

(signature, printed name)

(signature)

(signature, printed name)

I HEREBY APPROVE

(name of organisation)

(position of the head of organisation)

(signature, printed name)

_____ 20

Seal

ACT

(date)

(place of drawing up)

on separation of electronic documents (files) with expired time limits for custody, subject to destruction

Taking as a basis the model list of archive documents with indication of time limits for custody, approved upon Decision of the Government of the Republic of Armenia

No 397-N of 4 April 2019, the following documents and files of _____,
(name of organisation)

not having historical and scientific value, have been separated:

No i/s	Name of the document (text of the document, titles of the text)	Date of files	Volume (Mb)	Time limits for custody of files	Note
1	2	3	4	5	6
	File No _____ (file classifier) (file title) Title Bulk dates _____ Number of sheets _____				

_____ c. u. included in the list:
(in letters and numbers)

Electronic document No _____ No _____

Total size _____ megabytes.

(position of the person having drawn up the list) (signature) (printed name)

Chairperson of the Expert Commission _____
(signature, printed name)

Members _____
(signature, printed name)

Documents and files included in the Act have been destroyed through _____.

(Form amended by No 1572-N of 14/11/2019)

(archive name)

STOCKTAKING BOOK FOR ENTRY OF ELECTRONIC DOCUMENTS

Volume No _____

Started on _____

Completed on _____

Title list of the book for entry, stocktaking of documents

Size A4 (210 x 297)

(continuation)

No i/s	Date of entry	Name of organisation (surname, name, patronymic of the person) wherefrom the documents have been accepted the documents	Number and date of the document based whereon the entry has been made	Name of the fund	Bulk dates of electronic documents	Status of electronic documents (permanent, long-term, relating to personnel)	Number of electronic files or documents (sheets)	Format	Size (Mb)	Note
1	2	3	4	5	6	7	8	9	10	11

c.u. entered in total in _____ (documents, sheets), with a size of _____ megabytes.
(in numbers and letters)

including _____ c.p. for permanent custody (documents, sheets), with a size of _____ megabytes.
(in numbers and letters)

c.p. for long-term custody (documents, sheets), with a size of _____ megabytes.
(in numbers and letters)

c.p. relating to personnel (documents, sheets), with a size of _____ megabytes.
(in numbers and letters)

(position of employee)

(signature)

(printed name)

Date

Stocktaking sheet for listed electronic documents

Date of registration	Entry				Writing off				Availability (remainder)				
	number of the list	according to the list: bulk dates of custody units	Number of names	of custody units of the list, size thereof (Mb)	custody units	name, number, date of the document	including under the list, approved by the MEC		number, size of c.u. (Mb)	including:			
							number of c.u.	bulk dates		for permanent custody		existing condition	
										bulk dates of c.u.	according to lists, approved by the MEC		number of c.u., size thereof (Mb)
		number of c.u., size thereof (Mb)	bulk dates										
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Form of stocktaking sheet of electronic documents

Size A4 (297 x 210)

I HEREBY APPROVE

(archive name)

ACT _____ Head,

Director (head) _____

_____ No _____
(date) (signature, printed name)

Date

on availability

and physical condition of

electronic documents

Fund No _____

Fund name _____

Numbers of lists _____

Check conducted from _____ until _____ including

The check established that:

3. _____ c.u. are stocktaken according to
lists, with a size of _____ megabytes
(number)

4. _____ c.u. are missing, with a size of _____ megabytes
(number)

3. The following are with letter marking:

(1) _____ c.u. not stocktaken in the summary
(number)

(2) _____ c.u. not listed but stocktaken in the summary
(number)

4. The following are with missed numbers:

(1) _____ c.u. not stocktaken in the summary
(number)

(2) _____ c.u. not listed but stocktaken in the summary
(number)

5. _____ c.u. belonging to other fund, wrongfully placed
(number)

(continuation)

6. _____ c.u. are available (listed)
in the given fund with a size of _____ megabytes
(number)

of which subject to:

- 1) replacement of non-restorable damages _____ c.u.
(number)
- 2) elimination of malware _____ c.u.
(number)
- 3) restoration of reproduction of the document _____ c.u.
(number)
- 4) transfer to new format _____ files
(number)

7. General description of the state and conditions of custody of documents.

Main shortcomings of the state of and conditions of custody of electronic documents

Check conducted by _____
(positions, signatures, printed names of employees)

AGREED

Head, director (head) _____
(signature) (printed name)

Date

Size A4 (210 x 297)