

Ordinance No 506
of the Government of Georgia

29 December 2011

City of Tbilisi

On the Approval of the Amount of Fees, Procedures for Payment of Fees and Time Frames for Services Rendered by the Legal Entity under Public Law the National Archives of Georgia Operating under the Governance of the Ministry of Justice of Georgia

Article 1 - In accordance with Article 22(2) of the Law of Georgia on the National Archival Fund and the National Archives, the amount of fees, procedure for payment of fees and time frames for Services rendered by the Legal Entity under Public Law the National Archives of Georgia operating under the governance of the Ministry of Justice of Georgia shall be approved.

Article 2 - The Ordinance shall enter into force from 1 January 2012.

Prime Minister

N. Gilauri

Changes introduced:

1. Ordinance No 284 of 24 July 2012 of the Government of Georgia - website, 25.7.2012
2. Ordinance No 643 of 22 December 2015 of the Government of Georgia - website, 28.12.2015
3. Ordinance No 356 of 28 July 2016 of the Government of Georgia - website, 29.7.2016
4. Ordinance No 74 of 9 February 2017 of the Government of Georgia - website, 13.2.2017

The Amount of Fees, Procedures for Payment of Fees and Time Frames for Services Rendered by the Legal Entity under Public Law the National Archives of Georgia Operating under the Governance of the Ministry of Justice of Georgia

1. The following fees shall be set for services related to the use of documents preserved in the National Archives of Georgia in accordance with the types of such services:

| No | Type of service | Measurement unit | Fee in GEL including VAT |
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| 1 | 2 | 3 | 4 |
| 1 | Thematic identification of documents by making a list: | | |
| | a) through the selection of cases | 10 titles | 24,00 |
| | b) by published literature | a document (information) | 4,00 |
| 2 | Preparing reviews in accordance with identified documents, and selected and published literature | per review | 42,00 |
| 3 | Performing thematic queries on the establishment (verification) of a certain fact, event, and information: | | |
| | a) 1-3 year period | a query | 26,00 |
| | b) 4-10 year period | | 35,00 |
| | c) 11-20 year period | | 50,00 |
| 4 | Conducting workshops: | a lecture | |
| | a) delivering lectures | (an academic hour per person) | 15,00 |
| | b) holding practical training | (an academic hour per person) | 10,00 |
| 5 | a) organising exhibition of documents | an exhibit | 5,00 |
| | b) using an exhibition hall | a day | 6 00,00 |
| 6 | Preparing documentary publications: | | |
| | a) archival processing of documents: | | |
| | a.a) less contrasting illegible documents having palaeographic peculiarities | a printed sheet | 42,00 |
| | a. b) typewritten and easily legible handwritten documents | a printed sheet | 30,00 |
| | a.c) editing documents intended for publishing | a printed sheet | 18,00 |
| | b) establishing a reference and retrieval system: | | |
| | b.a) establishing an event chronicle | a printed sheet | 36,00 |
| | b.b) creating an index (for persons, geographical names, and for subjects) | a printed sheet | 30,00 |
| 7 | Preparing and delivering certificates of social and legal character (positive, negative): | | |
| | a) birth, death, marriage, divorce certificates, certificates of repression, rehabilitation, award, professional-technical, secondary and higher education certificates, certificates of an academic degree, certificates of registration of citizens at a concrete address, certificates of changing names, surnames and nationality, and | a certificate | |

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| certificates of evacuation, etc.; | | |
| a.a) for delivering on the tenth working day after filing of an application | | 10,00 |
| a.a) for delivering on the fifth working day after filing of an application | | 13,00 |
| a.a) for delivering on the third working day after filing of an application | | 15,00 |
| a.d) for delivering 24 hours after filing of an application | | 17,00 |
| a.e) for delivering on the day of filing of an application | | 19,00 |
| b) of genealogical character | | 30,00 |
| b.a) for delivering on the tenth day after filing of an application | | |
| c) a certificate verifying property rights | | |
| c.a) for delivering on the tenth working day after filing of an application | | 43,00 |
| c.b) for delivering on the fifth working day after filing of an application | a certificate | 59,00 |
| c.c) for delivering on the third working day after filing of an application | | 68,00 |
| c.d) for delivering 24 hours after filing of an application | | 76,00 |
| c.e) for delivering on the day of filing of an application | | 85,00 |
| d) certificate of proprietary character - certificates on the composition of households, certificates on joining a co-operative society, certificates on the registration of legal and natural persons: | | |
| d.a) for delivering on the tenth working day from filing of an application | | 15,00 |
| d.b) for delivering on the fifth working day after filing of an application | a certificate | 18,00 |
| d.c) for delivering on the third working day after filing of an application | | 20,00 |
| d.d) for delivering 24 hours after filing of an application | | 22,00 |
| d.e) for delivering on the day of filing of an application | | 24,00 |
| e) on the length of service: | | |
| e.a) length of service from 1-5 years | | |
| e.a.a) for delivering on the tenth working day after filing of an application | | 15,00 |
| e.a.b) for delivering on the fifth working day after filing of an application | a certificate | 21,00 |
| e.b) length of service from 5-15 years: | | |
| e.b.a) for delivering on the tenth working day after filing of an application | | 15,00 |
| e.b.b) for delivering on the fifth working day after filing | | 21,00 |

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| | of an application | | |
| | e.c) length of service from 15 and more years | | |
| | e.c.a) for delivering on the tenth working day after filing of an application | | 35,00 |
| | e.c.b) for delivering on the fifth working day after filing of an application | | 100,00 |
| | f) in the absence of documents | a certificate | 3,00 |
| | g) repeated delivering of a certificate of similar social and legal character for the same applicant (within five years after its issuance) | a certificate | 1,50 |
| 8 | Rendering of services to researchers in the research hall - delivering cases: | | |
| | a) the IX-XIII centuries Originals of documents (originals shall be delivered only for the purposes of studying the original of a document): | a piece to be stored | |
| | a.a) for delivering 24 hours after filing of an application; | | 20,00 |
| | a.b) for delivering on the day of filing of an application; | | 30,00 |
| | a.c) for delivering a document transferred to an electronic media 24 hours after filing of an application | | Free of charge |
| | b) the IX-XVIII centuries Documents of the collection of old document copies (originals shall be delivered only for the purposes of studying the original of a document): | | |
| | b.a) for delivering after 24 hours after filing of an application | a piece of document to be stored | 5,00 |
| | b.b) for delivering on the day of filing of an application | a piece of document to be stored | 10,00 |
| | b.c) for delivering documents transferred to an electronic media within 24 hours after filing of an application | | Free of charge |
| | c) the IX-XIX centuries Handwritten books (originals shall be delivered only for the purposes of studying the original of a document): | a book | |
| | c.a) for delivering 24 hours after filing of an application | | 20,00 |
| | c.b) for delivering on the day of filing of an application; | | 30,00 |
| | c.c) for delivering documents transferred to an electronic media within 48 hours after filing of an application | | Free of charge |
| | d) the XIX-XXI centuries Documents (textual): | a case | |
| | d.a) 24 hours after filing of an application | | 5,00 |
| d.b) for delivering on the day of filing of an application | 10,00 | | |
| d.c) for delivering documents transferred to an electronic media, if any, 24 hours after filing of an application | | Free of charge | |
| e) of project, construction and technological documents: | a case | | |

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| | e.a) for delivering 24 hours after filing of an application | | 5,00 |
| | e.b) for delivering on the day of filing of an application | | 10,00 |
| | e.c) for delivering documents transferred to an electronic media, if any, 48 hours after filing of an application | | Free of charge |
| 9 | Translating documents: | | |
| | a) handwritten documents: | | |
| | a.a) for delivering on the tenth working day after filing of an application | a page | 6,00 |
| | a.a) for delivering on the fifth working day after filling of an application | | 9,00 |
| | b) printed documents: | | |
| | b.a) for delivering on the tenth working day after filling of an application | a page | 4,00 |
| | b.b) for delivering on the fifth working day after filing of an application | | 6,00 |
| 10 | Rendering services to researchers in the reading hall - making copies of documents: | | |
| | a) reprinting documents of the XIX-XXI centuries on a computer: | a page | |
| | a.a) for delivering 24 hours after filing of an application | | 2,00 |
| | a.b) for delivering on the day of filing of an application | | 3,00 |
| | b) reprinting documents of the IX-XVIII centuries on a computer: | | |
| | b.a) for delivering 24 hours after filing of an application | a page | 4,00 |
| | b.b) for delivering on the day of filing of an application | | 5,00 |
| | c) microfilming of documents of the XIX-XXI centuries: | | |
| | c.a) for delivering 24 hours after filing an application | a copy | 1,00 |
| | c.b) for delivering on the day of filing an application | | 1,50 |
| | d) the IX-XVIII centuries Microfilming of documents | | |
| | d.a) for delivering 24 hours after filing of an application | a copy | 1,00 |
| | d.b) for delivering on the day of filing an application | | 1,50 |
| | e) making and certifying xerox copies | | |
| | e.a) documents of the XXI century: | | |
| | e.a.a) for delivering 24 hours after filing of an application | a page | 0,50 |
| e.a.b) for delivering on the day of filing of an application | a page | 1,00 | |
| e.b) documents of the XX century: | | | |
| e.b.a) for delivering 24 hours after filing of an application | a page | 0,60 | |
| e.b.b) for delivering on the day of filing of an application | a page | 1,00 | |
| e.c) documents of the XIX century: | | | |
| e.c.a) for delivering 24 hours after filing of an application | a page | 3,00 | |
| e.c.b) for delivering on the day of filing of an application | a page | 5,00 | |

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| f) transferring documents to electronic media: | | |
| f.a) of the XXI century: | | |
| f.a.a) for delivering 24 hours after filing of an application | a page | 1,00 |
| f.a.b) for delivering on the day of filing of an application | a page | 2,00 |
| f.b) of the XX century: | | |
| f.b.a) for delivering 24 hours after filing of an application | a page | 1,00 |
| f.b.b) for delivering on the day of filing of an application | a page | 2,00 |
| f.c) of the XIX century: | | |
| f.c.a) for delivering 24 hours after filing of an application | a page | 4,00 |
| f.c.b) for delivering on the day of filing of an application | a page | 6,00 |
| f.d) of the IX-XVIII centuries: | | |
| f.d.a) for delivering 24 hours after filing of an application | a page | 6,00 |
| f.d.b) for delivering on the day of filing of an application | a page | 8,00 |
| g) making xerox copies of and certifying projection, construction and technological documents: | | |
| g.a) A3 format | | |
| g.a.a) for delivering 24 hours after filing of an application | a page | 0,50 |
| g.a.b) for delivering on the day of filing of an application | a page | 1,00 |
| h) transferring projection, construction and technological documents to electronic media: | | |
| h.a) A3 format: | | |
| h.a.a) for delivering 24 hours after filing of an application | a copy | 1,50 |
| h.a.b) for delivering on the day of filing of an application, (from an electronic version) | a copy | 2,00 |
| h.a) A2 format: | | |
| h.b.a) for delivering 24 hours after filing of an application | a copy | 3,00 |
| h.b.b) for delivering on the day of filing of an application, (in the presence of an electronic version) | a copy | 5,00 |
| h.c) A1 format: | | |
| h.b.a) for delivering 24 hours after filing of an application | a copy | 7,00 |
| h.c.b) for delivering on the day of filing of an application (in the presence of an electronic version) | a copy | 9,00 |
| h.d) A0 format: | | |
| h.d.a) for delivering 24 hours after filing of an application | a copy | 10,00 |
| h.d.b) for delivering on the day of filing of an application (in the presence of an electronic version) | a copy | 12,00 |
| i) printing and certifying projection, construction and technological documents (documents transferred to electronic media): | | |

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| | i.a) A3 format: | | |
| | i.a.a) for delivering 24 hours after filing of an application | a copy | 1,50 |
| | i.a.b) for delivering on the day of filing of an application | a copy | 2,00 |
| | i.a) A2 format: | | |
| | i.b.a) for delivering 24 hours after filing of an application | a copy | 3,00 |
| | i.b.b) for delivering on the day of filing of an application | a copy | 5,00 |
| | i.c) A1 format: | | |
| | i.c.a) for delivering 24 hours after filing of an application | a copy | 7,00 |
| | i.c.b) for delivering on the day of filing of an application | a copy | 9,00 |
| | i.d) A0 format: | | |
| | i.d.a) for delivering 24 hours after filing of an application | a copy | 10,00 |
| | i.d.b) for delivering on the day of filling of an application | a copy | 12,00 |
| 11 | (Deleted - 22.12.2015, No 643) | | |
| 12 | Storing of documents of organisations/institutions temporarily, for a year | a piece of document to be stored (case) | 2,00 |
| <i>(changes related to the storage of documents of institutions/organisations shall not apply to those institutions/organisations which entered into an agreement with the LEPL the National Archives of Georgia during 2016)</i> | | | |
| 13 | delivering of cases by the National Archives to an organisation/institution for temporary use | a case for a day | 6.00 |
| 14 | delivering by the National Archives of projection, construction and technological documents for temporary use: | for a day | |
| | a) projection, construction | a drawing | 2,00 |
| | b) textual | a case | 3,00 |
| 15 | Film documents, photos and audio records: | | |
| | Rendering services to researchers in the research hall: | | |
| | a) identifying film documents, photos and audio records and listing them by means of a reference system: | | |
| | a. a) for delivering on the fifth working day after filing of an application | a list | 45,00 |
| | a. b) for delivering on the third working day after filing of an application | | 50,00 |
| | b) preparing analytical reviews on the composition and content of film documents, photos and audio records: | | |
| | b.a) for delivering on the fifth working day after filing of an application | a review | 35,00 |
| b.b) for delivering on the third working day after filing of an application | | 45,00 | |
| | g) reviewing and looking through photo albums (an | a photo album | |

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| | original): | | |
| | c.a) for delivering 24 hours after filing of an application | | 6,00 |
| | c.b) on the day of filing of an application | | 8,00 |
| | d) reviewing and looking through photo albums, audio records, film documents and information catalogue cards transferred to electronic media | | Free of charge |
| | e) delivering of a cine film (positive, negative, phonogram) for temporary use - for a day | a piece to be stored | 10.00 |
| | for delivering on the third working day after filing of an application | | |
| | f) identifying, listening and selecting an audio record (an original): on the day of filing of an application | a piece to be stored | 5,00 |
| | g) showing film documents (cine films, only positive) on the screen of a film editing machine on the third day after filing of an application | a piece to be stored | 15,00 |
| | h) showing film documents (of cine films or records transferred to electronic media) in the cinema hall: | a registration number | 25,00 |
| | on the third working day after filing of an application | | |
| 16 | Technical services related to film documents, photos and audio records: | | |
| | a) transferring audio records to electronic media | | |
| | a.a) for delivering on the third working day after filing of an application | a minute | 10,00 |
| | a.b) for delivering 24 hours after filing of an application | | 12,00 |
| | a.c) for delivering the day of filing of an application | | 12,00 |
| | (if there are documents transferred to electronic media) | | |
| | b) transferring from photocopies into electronic media: | | |
| | b.a) for delivering on the third working day after filing of an application | | 7. 00 |
| | b.b) for delivering 24 hours after filing of an application | a piece to be stored | 10.00 |
| | b.c) for delivering the day of filing of an application | | 10,00 |
| | (if there are documents transferred into electronic media) | | |
| | c) transferring from photo-negatives into electronic media: | | |
| | c.a) for delivering on the third working day after filing of an application | a piece to be stored | 15,00 |
| | c.b) for delivering 24 hours after filing of an application | | 20,00 |
| c.c) for delivering the day of filing of an application | | 20,00 | |
| (if there are documents transferred to electronic media) | | | |

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| | d) transferring of film documents to electronic media: | | |
| | d.a) for delivering on the third working day after filing of an application | | 10,00 |
| | d.b) for delivering 24 hours after filing of an application | a minute | 12,00 |
| | d.c) for delivering the day of filing of an application (if there are documents transferred to electronic media) | | 12,00 |
| 17 | Using a cinema hall Using film, video and audio projection devices | an hour | 50,00 |
| 18 | Using an audio-lab Using voice recorder devices and a voice operator | a shift (four hours) | 150,00 |

Ordinance No 643 of 22 December 2015 of the Government of Georgia - website, 28.12.2015

Ordinance No 74 of 9 February 2017 of the Government of Georgia - website, 13.2.2017

2. For providing archival services by the National Archives of Georgia to organisations and institutions on the basis of a contract, the following fees shall be paid:

| No | Type of service | Measurement unit | Unit price in GEL including VAT |
|--------|---|----------------------|---------------------------------|
| 1 | 2 | 3 | 4 |
| 1 | Managing documents and cases: | | |
| 1.1 | Preparing historical information on the fund of an institution and organisation | a printed sheet | 35,40 |
| 1.2 | Drafting plans for document and case management | a plan | 17,70 |
| 1.3 | Determining and specifying documents and cases that are owned by the funds: | | |
| 1.3.1. | of managerial, creative, scientific and technical documentation* | a piece to be stored | 0,30 |
| 1.3.2 | of documents of personal origin** | a document | 0,35 |

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| 1.4 | Systematising cases before conducting an expert appraisal of documents:*** | | |
| 1.4.1 | according to the funds | 10**** pieces to be stored | 0,15 |
| 1.4.2 | according to the years or structural sections inside the funds | 10 pieces to be stored | 0,50 |
| 1.5 | Systematising documents according to main groups within the funds of personal origin | a document | 0,15 |
| | | 10***** sheets | 1,15 |
| 1.6 | Scientific and practical assessment expertise: | | |
| 1.6.1 | for managerial and creative documents: | | |
| 1.6.1.1 | by looking through documents page by page | a piece to be stored | 1,00 |
| 1.6.1.2 | Without looking through documents page by page | 10 pieces to be stored | 1,65 |
| 1.6.2 | Scientific and technical documentation: | | |
| 1.6.2.1 | Textual | | |
| 1.6.2.1.1 | by looking through documents page by page | a piece to be stored | 0,35 |
| 1.6.2.1.2 | Without looking through documents page by page | 10 pieces to be stored | 0,50 |
| 1.6.2.2 | Graphical | 10 sheets | 0,50 |
| 1.6.3 | of personal origin | 10 documents | 1,00 |
| | | 50***** sheets | 0,30 |
| 1.6.4 | Documents of personal content (including personal cases): | | |
| 1.6.4.1 | by looking through documents page by page | a piece to be stored | 0,20 |
| 1.6.4.2 | without looking through documents page by page | 10 pieces to be stored | 0,30 |
| 1.7 | Forming of cases from scattered pages of documents: | | |
| 1.7.1 | of managerial and creative documents | 10 sheets | 0,50 |
| 1.7.2 | of scientific and technical documentation: | | |
| 1.7.2.1 | textual | 10 pieces to be stored | 1,00 |
| 1.7.2.2 | Graphical | 10 sheets | 0,30 |
| 1.7.3 | of personal origin | a piece to be stored | 0,20 |
| 1.7.4 | of personal content | 50 sheets | 0,25 |
| 1.8 | Systematising of sheets in a case: | | |
| 1.8.1 | a typewritten (without alignment) or handwritten text | 100 sheets | 1,00 |
| 1.9 | Systematising of scientific and technical documentation, parts of projects, stages, phases of problems (topics), etc. according to: | | |
| 1.9.1 | textual documentation | 10 pieces to be stored | 1,20 |
| 1.9.2 | graphical documentation | 10 sheets | 0,60 |
| 1.10 | Systematising of graphical documentation inside cases | 10 sheets | 0,35 |
| 1.11 | Giving titles to managerial, creative, scientific, technical cases and cases of personal origin | a title | 1,10 |
| 1.12 | Drawing up annotations of documents | an annotation | 0,35 |

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| 1.13 | Drawing up and editing internal archival descriptions of cases of managerial, textual, scientific, technical, creative documentation and documentation of personal origin | a title | 0,25 |
| 1.14 | Folding of drawings in cases: | | |
| 1.14.1 | larger than A4 format | 10 sheets | 0,30 |
| 1.14.2 | larger than A1 format | 10 sheets | 0,60 |
| 1.15 | Unbinding incorrectly formed cases, removing fasteners | a case | 0,15 |
| 1.16 | Binding of cases: | | |
| 1.16.1 | managerial, creative, scientific, and technical cases | a piece to be stored | 0,35 |
| 1.16.2 | Cases of personal content | a piece to be stored | 0,15 |
| 1.16.3 | Non-standard sheets, graphical documentation | a piece to be stored | 0,80 |
| 1.16.4 | of documents of personal origin | a piece to be stored | 0,30 |
| 1.17 | Numbering and re-numbering of sheets in cases | 100 sheets | 0,85 |
| 1.18 | Decorating case covers or title pages | a cover | 0,20 |
| 1.19 | Pasting in title and confirmatory pages | 10 sheet | 0,20 |
| 1.20 | Systematising of cases inside the funds of institutions and funds of personal origin | 10 a piece to be stored | 0,30 |
| 1.21 | Placing an archive code and a stamp on case covers | 10 a piece to be stored | 0,30 |
| 1.22 | Placing of cases in boxes or making packages | 10 a piece to be stored | 0,35 |
| 1.23 | Making of labels, attaching the labels on boxes | a label | 0,20 |
| 1.24 | Placing of boxes or packages | 10 (Package) | 0,60 |
| 1.25 | Relocating cases from an archive repository of an institution (structural subdivision) to a working room during the case management process | 10 pieces to be stored | 0,20 |
| 1.26 | Making archival descriptions of cases | | |
| 1.26.1 | Printing | a title | 0,15 |
| 1.26.2 | By inserting foreign words (using a font of an original) in each title | a title | 0,30 |
| 1.26.3 | Manuscript | 10 titles | 1,00 |
| 1.27 | Writing introductions to archival descriptions: | | |

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| 1.27.1 | of an institution of central importance | an introduction | 46,00 |
| 1.27.2 | of an institution of city, regional or rural significance | an introduction | 28,00 |
| 1.28 | Composing a list of abbreviations and creating an index for an archival description | a list with 30 titles | 2,00 |
| 1.29 | Decorating archival descriptions | an archival description | 10,00 |
| 1.30 | Creating topographic index | 10 cards | 1,00 |
| 1.31 | Preparing statements of fact on the destruction of cases and documents that are not subjected to storage | of statements of fact a position | 0,30 |
| 1.32 | Making packages of cases that are not subjected to storage | 10 units to be stored | 0,15 |
| 1.33 | Composing lists (preparing statements of facts, certificates) of institutions on materials that have not been presented in accordance with the nomenclature | a list | 9,00 |
| 1.34 | Preparing a statement of fact on completing the document management | a statement of fact | 11,00 |
| 1.35 | Dusting of cases | 100 units to be stored | 1,00 |
| 2 | Developing normative and methodical documents regulating the management of documents during the activity of an institution: | | |
| 2.1 | Preparing schemes of the lists of documents to be transferred for official storage | a scheme | 9,00 |
| 2.2 | Determining scientific and practical significance of documents in order to define the validity of their storage: | | |
| 2.2.1 | by looking through page by page | a piece to be stored | 0,70 |
| 2.2.2. | without looking through page by page | 10 pieces to be stored | 1,00 |
| 2.3 | Giving titles to documents | a title | 0,50 |
| 2.4 | Grouping of composed cards for a list within articles | 10 cards | 0,70 |
| 2.5 | Systematising and agreeing articles of a list | an article | 0,20 |
| 2.6 | Indexing of articles of a list | 10 articles | 1,00 |
| 2.7 | Developing instructions applicable to a list | an instruction | 37,00 |
| 2.8 | Composing a list of abbreviations of a list | a list With 30 titles | 8,00 |
| 2.9 | Decorating lists | a list | 13,00 |
| 2.10 | Preparing lists of projects and problems (topics), the scientific and technical documentation of which shall be transferred to official storage (if an organisation has been carrying out its activities for more than 10 years): | | |
| 2.10.1 | Performing organisational works in an institution | an institution | 24,00 |
| 2.10.2 | Looking through catalogues, cards, inventory books, and magazines | 10 descriptive articles | 0,20 |

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| 2.10.3 | Studying annotated lists, annual reports, information, anniversary and other editions | a printed sheet | 28,00 |
| 2.10.4 | Composing lists | a title | 0,30 |
| 2.11 | Developing the systematisation of schemes of lists of projects and problems (topics): | | |
| 2.11.1 | with 10 titles | a scheme | 4,00 |
| 2.11.2 | from 10 to 50 with titles | a scheme | 12,00 |
| 2.11.3 | with over 50 titles | a scheme | 17,00 |
| 2.12 | Determining the significance of projects and problems (topics): | | |
| 2.12.1 | of project related processing | a processing | 0,50 |
| 2.12.2 | of construction related processing | a processing | 0,50 |
| 2.12.3 | Technological processing | a processing | 0,80 |
| 2.12.4 | Scientific and research processing | a processing | 0,80 |
| 2.13 | Examining the completeness of documents of selected projects | a sheet | 0,80 |
| 2.14 | Putting titles of projects, problems (topics) on cards | a title | 0,35 |
| 2.15 | Systematising cards with titles: | | |
| 2.15.1 | according to subject-thematic lists | 10 cards | 0,30 |
| 2.15.2 | according to chronology, naming or alphabet | 10 cards | 0,20 |
| 2.16 | Indexing of lists of projects and problems (topics) | 10 cards | 0,30 |
| 2.17 | Writing introductions to lists: | | |
| 2.17.1 | with 10 titles | an introduction | 18,00 |
| 2.17.2 | with over 10 titles | an introduction | 28,00 |
| 2.18 | Decorating lists | a list | 13,00 |
| 2.19 | Preparing template and typical nomenclature for cases and nomenclature for cases of an institution: | | |
| 2.19.2 | Developing a nomenclature structure of cases of an institution | a scheme | 35,40 |
| 2.19.2 | Performing an organisational work in an institution | an institution | 53,00 |
| 2.20 | Determining scientific and practical importance of documents in order to define the validity of their storage: | | |
| 2.1.20. | of documents that are not provided for by a typical list | a piece to be stored | 1,00 |
| 2.20.2 | of documents included in a typical list | 10 pieces to be stored | 1,65 |
| 2.21 | Giving titles to cases and documents | a title | 0,80 |
| 2.22 | Grouping of documents in order to create cases | 10 documents | 0,80 |
| 2.23 | Systematising cards made for titled cases according to chronology or alphabet | 10 cards | 0,30 |
| 2.24 | Making a decorative design of a nomenclature and developing instructions for its use | an instruction | 35,40 |
| 2.25 | Drawing up statistical reports on the organisation of temporary storage of documents of the State Archival | a report | 7,50 |

| | | | |
|------|--|----------------|---------------|
| | Fund in an institution | | |
| 2.26 | Developing statutes of the archive of an institution | a statute | 8,50 |
| 2.27 | Developing regulations of the expert commission of an institution | a regulation | 8,50 |
| 2.28 | Developing instructions for providing records management of an institution | an instruction | 70,80. |

Notes:

* Prior to the commencement of document and case management, in the amount of seven thousand papers (35 kg documents), and after the completion of case management, up to 200 pieces to be stored, 50 pages per case;

**In the case that the documents are scattered;

***In the case that documents are not systematised;

**** 10 – for paragraphs 1.4.1, 1.4.2, 1.6.1.2, 1.6.2.1.2, 1.6.2.2, 1.6.3, 1.6.4.2, 1.7.1, 1.7.2.1, 1.7.2.2, 1.9, 1.10, 1.14, 1.19, 1.20, 1.21, 1.22, 1.24, 1.25, 1.26.3, 1.30, 1.32, 2.2.2, 2.4, 2.6, 2.10.2, 2.13, 2.15, 2.16, 2.20.2, 2.22, 2.23 means a minimum measurement unit;

***** 100 - for paragraphs 1.5, 1.8, 1.17, 1.35 means a minimum measurement unit;

***** 50 - for paragraphs 1.6.3, 1.7.4 means a minimum measurement unit.

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3. In the Laboratory of Documents Restoration and Microfilming of the National Archives of Georgia, the following fees shall be set for restoration and maintenance services of documents, engravings, drawings, maps, newspapers and magazines, and posters:

| No | Type of service | Measurement unit | Fee in GEL including VAT |
|----|--------------------------------------|------------------|--------------------------|
| 1 | Restoring parchment-based documents | a sheet A4 | |
| | a) of the first class of complexity | a sheet | 25,00 |
| | b) of the second class of complexity | a sheet | 20,00 |

| | | | |
|----|--|--|-------|
| | c) of the third class of complexity | a sheet | 15,00 |
| | d) of the fourth class of complexity | a sheet | 10,00 |
| 2 | Restoring paper-based documents | a sheet A4 | |
| | a) of the first class of complexity | a sheet | 15,00 |
| | b) of the second class of complexity | a sheet | 10,00 |
| | c) of the third class of complexity | a sheet | 5,00 |
| | d) of the fourth class of complexity | a sheet | 3,00 |
| 3 | Restoring large format documents (posters, paintings, maps, engravings): | A4 size (containing 8 papers) | |
| | a) processing documents by physical and chemical means | a sheet | 35,00 |
| | b) placing documents on a new base | | 30,00 |
| | c) tissue-paper-based document | | 25,00 |
| 4 | Restoring newspapers: | | |
| | a) of the first class of complexity | a sheet A4 | 5,00 |
| | b) of the second class of complexity | a sheet A4 | 3,00 |
| 5 | Restoring leather covers (making covers) of handwritten books | a cover | 50.00 |
| 6 | Repairing archival cases: | | |
| | a) difficult | 10 sheets | 0,65 |
| | b) easy | 10 sheets | 0,35 |
| 7 | Binding and covering restored cases: | | |
| | a) of non-standard papers | a piece to be stored (1-150 papers) | 6,00 |
| | b) newspaper sheets | a set (1-100 papers) | 10,00 |
| 8 | Making folders for archival documents | a folder | 3.00 |
| 9 | Making special non-standard envelopes for documents | an envelope | 0.60 |
| 10 | Repairing old paper covers while maintaining their early decorations | a piece to be stored | 0.50 |
| 11 | Ageing of papers | a sheet A4 | 0.15 |
| | | a sheet A3 | 0.25 |
| 12 | a) restoring photo-positives | 10 photo-positives | 10.00 |
| | b) making covers of photo albums | an album | 30,00 |
| 13 | Disinfecting documents: | | |

| | | | |
|--|--|----------------------|-------|
| | a) in a disinfection chamber and dusting | a piece to be stored | 0,80 |
| | b) wet treatment | 10 sheets | 0,60 |
| | c) disinfecting an archive repository | 40 sq/ m | 12,00 |

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4. For services rendered by the Scientific-Reference Library of the National Archives of Georgia, the following fees shall be set:

| No | Type of service | Measurement unit | Fee in GEL including VAT |
|----|---|--------------------|--------------------------|
| 1 | Delivering and reviewing in the media hall (rare documents shall be delivered only in the form of document transferred to electronic media) | | Free of charge |
| 2 | Making xerox copies of media | a page | 0,10 |
| 3 | Transferring media to electronic media | a page | 0,10 |
| 4 | Transferring cartographic editions to electronic media: | | |
| | a) cartographic editions of the XIX century | a page (A4 format) | 4.00 |
| | a.a) for delivering 24 hours after filing of an application | a page (A4 format) | 6.00 |
| | a.b) for delivering on the day of filing of an application | | |
| | b) cartographic editions of the XX-XXI centuries: | | |
| | b.a) for delivering 24 hours after filing of an application | a page (A4 format) | 1.00 |

| | | | |
|---|---|-----------------------|------|
| | b.b) for delivering on the day of filing of an application | a page (A4 format) | 2.00 |
| 5 | Transferring posters to electronic media: a) of the XX century, for delivering 24 hours after filing of an application | a page (A4 format) | 1.00 |
| | b) of the XX century, for delivering on the day of filing of an application | a page (A4 format) | 2.00 |

Note: A4 means a measurement unit.

5. Fees (the fees) set for services rendered by the National Archives of Georgia (the National Archives of Georgia) shall be a mandatory payment of fees as provided for by this Annex for services rendered by the National Archives.

6. The fees shall be payable:

a) in the case of paid use, as provided for by this Ordinance, of a document preserved in the National Archives;

b) for reference services;

c) on the basis of a contract:

c.a) for scientific and technical processing of documents and for a services rendered during an appraisal expertise;

c.b) for services rendered by the laboratory for restoring and microfilming documents;

c.c) for other services rendered by the National Archives (scanning, electronic catalogue, etc.);

d) for storing documents of institutions and organisations, also, of individual persons, except for documents to be stored permanently.

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6¹. The transfer of documents owned by natural and/or legal persons to electronic media, as well as the creation of software for their electronic recording and retrieval, and further service and use thereof shall be regulated by a contract signed with the respective person.

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7. The National Archives shall render services:

-) within 10 working days after the filing of an application;
- b) in accelerated time frames;
- c) within the period defined by a contract;
- d) the period of performing restoration and maintenance works of documents, engravings, drawings, maps, newspapers and magazines, and posters shall depend on the complexity of the work and it shall be determined by a preliminary restoration expertise.

8. Persons using services of the National Archives shall pay fees prior to the provision of the respective service or within the period provided for by a contract, by cash or non-cash payment, in accordance with procedures established by the legislation of Georgia.

9. Non-cash payment shall be made under procedures established by the legislation of Georgia.

10. Cash payment shall be made in the national currency in banks by issuing a cheque of a specified form confirming the payment.

11. Fees shall be transferred to the account of the National Archives.

12. Fees paid for an archival service shall be refunded if:

- a) an owner of a document of the National Archival Fund rejects an archival service on legal grounds;
- b) an archival service was not rendered to an interested person due to reasons independent of him/her;
- c) an interested person is not able to use an archival service because of the failure of the National Archives to perform within the time frame requested in accordance with the fee paid by him/her, and intends to use another time frame. The difference between these two fees shall be refunded to the interested person. In such case, the interested person shall be entitled to refuse an archival service and request a full refund of the fee paid by him/her;
- d) an interested person has paid fees in excess of those that have been determined. He/she shall be refunded the difference between the amount paid by him/her and the amount of fees for an archival service.

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13. In the cases determined by sub-paragraphs (a-d) of Paragraph 12 of this Annex, fees paid for an archival service shall be refunded on the basis of a written request of an interested person, within 30 calendar days after a written request is submitted. The request shall contain the legal grounds for partial or full refund of the fee paid; the request shall be submitted within 30 calendar days after payment of the fee. The extension of this time frame or the resumption of a missed time frame shall be inadmissible.

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14. The application referred to in paragraph thirteen of this Annex shall contain the justification of legal grounds for full or partial refund of the paid fee.

15. Authors of documents and their legal successors, also, fund creators who have transferred documents to the National Archives for permanent storage, as well as a court and investigatory bodies shall be exempt from the payment of fees for taking out documents for temporary use.

16. The following persons shall be exempt from the payment of fees for services related to the preparation and delivery of certificates of social and legal character (positive, negative), related directly to them:

a) persons with disabilities;

b) veterans of the Second World War and persons equalled with them;

c) veterans of military actions in the territory of other states and persons equalled with them;

d) veterans of military actions for the territorial integrity, freedom and independence of Georgia, and persons equalled with them;

e) internally displaced persons;

d) family members registered in the unified database of socially vulnerable families whose rating score is lower or equal to the threshold score determined by the Government of Georgia.

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17. The following persons shall enjoy a 50% concession in the payment of fees: pupils, students and pensioners when certificates (positive, negative) related directly to them are prepared and delivered.

18. Pupils, students, pensioners and persons having a scientific degree shall enjoy a 50% concession in the payment of fees for services rendered in the reading hall of researchers.

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19. Concessions shall not apply to services rendered in accelerated time frames.

20. (Deleted - 22.12.2015, No 643).

21. (Deleted - 28.7.2016, No356).

22. The service provided for by sub-paragraphs (c), (d), (f) and (g) of paragraph seven of the list under paragraph one of the Annex to this Ordinance determined for the LEPL the National Agency of Public Registry, shall be rendered within 10 days, within the state project provided for by the Law of Georgia on the Improvement of Cadastral Data and the Procedure for Systematic and Sporadic Registration of Rights to Plots of Land within the Framework of the State Project. The fee for services rendered by the National Archives for preparing and delivering certificates provided for by sub-paragraphs (c) and (d) of paragraph seven of the list determined by paragraph one of this Annex shall be GEL 10 . (Paragraph 22 shall be in force until 1 July 2018)]

Ordinance No 74 of 9 February 2017 of the Government of Georgia - website, 13.2.2017

23. In the cases provided for by paragraph 22 of this Annex, where incomplete information has been submitted to the LEPL the National Agency of Public Registry, the National Archives shall ensure the delivery of additional information free of charge.

[23 (deleted - 9.2.2017, No 74). (shall enter into force from 1 July 2018)]

Ordinance No 284 of 24 July 2012 of the Government of Georgia - website, 25.7.2012

Ordinance No 643 of 22 December 2015 of the Government of Georgia - website, 28.12.2015

Ordinance No 356 of 28 July 2016 of the Government of Georgia - website, 29.7.2016

Ordinance No 74 of 9 February 2017 of the Government of Georgia - website, 13.2.2017