

LAW OF GEORGIA

ON THE TYPES AND TERMS OF SERVICES ESTABLISHED FOR ACCESSING AND/OR ISSUING DOCUMENTS STORED IN THE ARCHIVAL FUND OF THE MINISTRY OF INTERNAL AFFAIRS OF GEORGIA

Law of Georgia No 6539 of 22 June 2012 –website, 4.7.2012

Article 1 - General provisions

1. This Law establishes the types and terms of services for accessing and/or issuing documents stored in the Archival Fund of the Ministry of Internal Affairs of Georgia ('the Ministry').
2. The authorised legal entity under public law determined by the Order of the Minister of Internal Affairs of Georgia, which is responsible for the functioning of the Archival Fund of the Ministry ('the Archives'), shall perform the services provided for in this Law.

Law of Georgia No 6539 of 22 June 2012 –website, 4.7.2012

Article 2 - Services provided by the Archives

1. The services provided by the Archives are:
 - a) the use of documents stored in the Archives;
 - b) information services;
 - c) services for conducting, under a contract, scientific and technical processing and evaluating examinations.
2. The Archives shall, upon request of an interested person, provide services in a timely manner.

Article 3 - Fee(s) and payment rules

1. The fee is a mandatory payment, including value added tax (VAT), established by this Law for the services provided by the Archives.
2. The fee shall be paid through a bank transfer before or after submitting an application for the relevant service. If the fees are paid after the submission of an application, they shall nonetheless be paid on the same day as the submission of the application.
3. If the service is rendered on the same day as the submission of the application, the fees shall be paid before submitting the application. Public institutions shall have the right to pay the fees after the relevant service has been rendered, regardless of the term for the provision of the service.
4. (Deleted – 22.6.2012, No 6539).
5. Service fee rates for obtaining access to and/or for issuing documents stored in the Archives, and payment and refund rules, as well as the conditions for exemption from the payment of fees, are determined by an Ordinance of the Government of Georgia.

Law of Georgia No 6539 of 22 June 2012 –website, 4.7.2012

Article 4 - Fees for activities not directly provided for by the legislation of Georgia

The Archives shall be authorised to perform activities not directly provided for by the legislation of Georgia, including granting access to documents of special importance or value for the applicant. The fees for such services shall be determined under the relevant contract.

Article 5 - Types and terms of services

1. The following are the types and terms for the use of documents stored in the Archives:

No	Types and terms of the services	Unit
1	2	3
1	Thematic identification of documents by compiling a list of:	
	a) selected files;	10 titles



	b) published editions	1 document (certificate)
2	Preparing an overview based on the documents identified, selected files and published editions.	1 overview
3	Performing thematic queries on the establishment of a fact, event, information (confirmation) (positive or negative answer):	1 query
	a) up to one year period;	
	b) from one to three- year period;	
	c) from three to five-year period;	
	d) from five to ten-year period;	
	e) from ten to twenty-year period;	
	f) over a twenty-year period	
4	Preparing certificates (positive or negative) including:	1 certificate
	a) certificates of conviction, repression, exile, special exile, rehabilitation, captivity and other certificates:	
	a.a) to be issued on the tenth working day from the day of application;	
	a.b.) to be issued on the fifth working day from the day of application;	
	a.c.) to be issued on the third working day from the day of application;	
	a.d.) to be issued within twenty-four hours from the day of application;	
	a.e.) to be issued on the day of application;	
	b) based on information requested from other former Soviet Union States:	
	b.a.) to be issued on the fifth day from the receipt of information;	
	b.b.) to be issued on the third day from the receipt of information;	
	c) on the length of service:	
	c.a.) in the case of 1-5 years length of service:	
	c.a.a.) to be issued on the tenth working day from the application;	
	c.a.b.) to be issued on the fifth working day from the application;	
	c.b.) in the case of 5-15 years length of service:	
	c.b.a.) to be issued on the tenth working day from the application;	
	c.b.b.) to be issued on the fifth working day from the application;	
	c.c.) in the case of 15 and more years of service:	
	c.c.a.) to be issued on the tenth working day from the application;	
	c.c.b.) to be issued on the fifth working day from the application;	
	d) re-issuing the same certificate:	
	d.a.) within one month from the issue;	
	d.b.) from one to six months from the issue;	
	d.c.) from six to twelve months from the issue	
	Reading room services for researchers:	
	a) issuing files:	1 file / 1 document
	a.a.) within twenty-four hours from the application;	



5	a.b.) on the day of application;	
	b) Preparing documents for copying:	
	b.a.) to be issued within twenty-four hours from the application;	1 file / 1 page
	b.b.) to be issued on the day of application;	
	c) Converting into digital form (scanning, photographing by digital camera):	
	c.a.) to be issued within twenty-four hours from the application;	1 page
	c.b.) to be issued on the day of application;	
6	d) Scanning from photo positives:	
	d.a.) to be issued on the third working day from the application;	1 snapshot
	d.b.) to be issued within twenty-four hours from the application;	
	d.g) to be issued on the day of application;	
	Computer processing of photo images:	
	a) to be issued on the fifth working day from the application;	1 photo
	b) to be issued on the third working day from the application;	
	c) to be issued on the day of application	

2. Other types of services and terms for using documents stored in the Archives may also be determined by an ordinance of the Government of Georgia.

Law of Georgia No 6539 of 22 June 2012 –website, 4.7.2012

Article 6 - Exemption from fee(s)

1. The conditions for exemption from fee(s) established under this Law may be determined by an order of the Minister of Internal Affairs.

Article 6¹ - Providing services via Public Service Halls

1. Interested persons may receive relevant services related to the granting of access to and/or issuing of records stored in the Archives via Public Service Halls.

2. The types of the services referred to in paragraph 1 of this article shall be established by the Government of Georgia.

3. Where services are provided via Public Service Halls, the relevant authorised persons of the Public Service Hall shall ensure that:

a) the interested person is informed of the procedure laid down by the legislation of Georgia and the documents required for the services requested by that person;

b) the interested person submitting an application for the service is identified and the documents presented by him/her at the Public Service Hall are accepted;

c) the documents presented by the interested person for receiving relevant services are transferred to the corresponding legal entity under public law in digital and/or tangible form;

d) the interested person is informed of the requirement to present additional documents, where such requirement arises during the provision of services;

e) the documents created and transferred in digital and/or tangible form, as a result of rendering services or as a result of refusing to render services, are received, and delivered to the Public Service Hall, and handed over to the interested person in accordance with the established rules.

4. The procedure and conditions for providing services set out in this article shall be determined by a Joint Order of the Minister of the Internal Affairs of Georgia and the Minister of Justice of Georgia.

Law of Georgia No 6539 of 22 June 2012 –website, 4.7.2012

Article 7 - Final provisions



This Law shall enter into force from 1 November 2011.

President of Georgia

M. Saakashvili

Tbilisi,

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