

Ordinance No 506 of the Government of Georgia

29 December 2011

Tbilisi

**On approval of the amounts of service fee, the procedure of payment for services and the time frame for services provided by the Legal Entity under Public Law called the National Archives of Georgia operating under the governance of the Ministry of Justice of Georgia**

**Article 1** The attached amounts of service fee, the procedure of payment for services and the time frame for services provided by the Legal Entity under Public Law called the National Archives of Georgia, operating under the governance of the Ministry of Justice of Georgia, shall be approved under Article 22(2) of the Law of Georgia on the National Archival Fund and the National Archives of Georgia.

**Article 2** This Ordinance shall enter into force on 1 January 2012.

Prime Minister

N. Gilauri

**The amounts of service fee, the procedure of payment for services and the time frame for services provided by the Legal Entity under Public Law called the National Archives of Georgia, operating under the governance of the Ministry of Justice of Georgia**

1. The following fees are imposed for the services, depending on the types of services, provided for the purpose of using the documents held at the National Archives of Georgia:

No	Type of service	Unit of measurement	Fee in GEL
1	2	3	4
1	Topic classification of documents by compiling a list of		
	a) selected files	10 headings	24.00
	b) published editions	1 document (certificate)	4.00
2	Preparing an overview based on identified documents, selected files and published editions	1 overview	42.00
3	Performing thematic queries on the establishment (confirmation) of a fact, event, certificate		
	a) 1-3-year period	1 query	26.00
	b) 4-10-year period		35.00
	c) 11-20-year period		50.00
	Conducting a seminar	1 lecture	



4	a) delivering a lecture	(1 academic hour for 1 person)	15.00
	b) providing practical training	(1 academic hour for 1 person)	10.00
5	a) organising an exhibition of documents	1 exhibit	5.00
		1 day	600.00
	b) using an exhibition pavilion	1 hour	100.00
6	Preparing a documental publication		
	a) archeographic preparation of documents		
	a.a) documents that are difficult to read, have less contrast and palaeographic specificities	1 printed sheet	42.00
	a.b) typewritten documents and easily legible handwritten documents	1 printed sheet	30.00
	a.c) editing documents for publication	1 printed sheet	18.00
	b) developing a reference and search tool		
	b.a) preparing a chronicle of events	1 printed sheet	36.00
	b. b) compiling indices (for persons, geographical names, subjects)	1 printed sheet	30.00
Preparing and issuing social-legal archival certificates (positive, negative)			
a) archival certificates of birth, death, marriage and divorce			
a.a) to be issued on the tenth working day after submitting an application			10.00
a.b) to be issued on the fifth working day after submitting an application			15.00
a.c) to be issued on the third working day after submitting an application			20.00
a.d) to be issued after 24 hours from submitting an application			25.00
a.e) to be issued on the day of submitting an application			30.00
b) certificates of constraint, rehabilitation, reward, vocational and technical education, secondary education, higher education, academic degree, registration and deregistration of a citizen at a specific address, change of a first name, surname and nationality, evacuation notices, etc.		1 certificate	
b.a) to be issued on the tenth working day after submitting an application			15.00



b.b) to be issued on the fifth working day after submitting an application		20.00
b.c) to be issued on the third working day after submitting an application		25.00
b.d) to be issued after 24 hours from submitting an application		30.00
b.e) to be issued on the day of submitting an application		35.00
c) genealogical certificates		
c.a) to be issued on the tenth working day after submitting an application	1 certificate	100.00
d) certificates confirming property rights		
d.a) to be issued on the tenth working day after submitting an application		50.00
d.b) to be issued on the fifth working day after submitting an application	1 certificate	60.00
d.c) to be issued on the third working day after submitting an application		70.00
d.d) to be issued after 24 hours from submitting an application		80.00
d.e) to be issued on the day of submitting an application		90.00
e) property certificates – archival certificates of household composition		
e.a) to be issued on the tenth working day after submitting an application		25.00
e.b) to be issued on the fifth working day after submitting an application	1 certificate	35.00
e.c) to be issued on the third working day after submitting an application		40.00
e.d) to be issued after 24 hours from submitting an application		45.00
e.e) to be issued on the day of submitting an application		50.00
f) property certificates – certificates testifying to joining a cooperative, registration of legal entities and private persons		
f.a) to be issued on the tenth working day after submitting an application		15.00
f.b) to be issued on the fifth working day after submitting an application	1 certificate	18.00
f.c) to be issued on the third working day after submitting an application		20.00



f.d) to be issued after 24 hours from submitting an application		22.00
f.e) to be issued on the day of submitting an application		24.00
g) length of service certificates		
g.a) length of service from 1 to 5 years		
g.a.a) to be issued on the tenth working day after submitting an application		15.00
g.a.b) to be issued on the fifth working day after submitting an application		30.00
g.b) length of service from 5 to 15 years		
g.b.a) to be issued on the tenth working day after submitting an application	1 certificate	30.00
g.b.b) to be issued on the fifth working day after submitting an application		60.00
g.c) length of service for 15 years or more		
g.c.a) to be issued on the tenth working day after submitting an application		50.00
g.c.b) to be issued on the fifth working day after submitting an application		100.00
h) in the case of the absence of documents	1 certificate	5.00
i) reissuing the same social-legal archival certificate (within 5 years after the initial issuance) to the same applicant	1 certificate	Free of charge
Providing services to researchers in reading rooms – issuing files		
a) original copies of the documents dating back to IX-XIII cc. (original copies shall be issued only for the purpose of studying the original copies of the documents)		
a.a) to be issued after 24 hours from submitting an application	1 storage unit	20.00
a.b) to be issued on the day of submitting an application		30.00
a.c) a document, recorded on an electronic data carrier, to be issued after 24 hours from submitting an application		Free of charge
b) collection of the copies of old documents dating back to IX-XVIII cc. (original copies shall be issued only for the purpose of studying the original copies of the documents)		
b.a) to be issued after 24 hours from submitting an application	1 storage unit	5.00
b.b) to be issued on the day of submitting an application	1 storage unit	10.00
b.c) a document, recorded on an electronic data carrier, to be issued after 24 hours from submitting an application		Free of charge



8	c) book manuscripts dating back to IX-XIX cc. (original copies shall be issued only for the purpose of studying the original copies of the documents)	1 book	
	c.a) to be issued after 24 hours from submitting an application		20.00
	c.b) to be issued on the day of submitting an application		30.00
	c.c) a document, recorded on an electronic data carrier, to be issued after 48 hours from submitting an application		Free of charge
	d) XIX-XXI cc. documents (textual)	1 file	
	d.a) to be issued after 24 hours from submitting an application		5.00
	d.b) to be issued on the day of submitting an application		10.00
	d.c) a document, recorded on an electronic data carrier (if any), to be issued after 24 hours from submitting an application		Free of charge
	e) project, design and technological documentation	1 file	
	e.a) to be issued after 24 hours from submitting an application		5.00
e.b) to be issued on the day of submitting an application	10.00		
e.c) a document, recorded on an electronic data carrier (if any), to be issued after 48 hours from submitting an application	Free of charge		
9	Translation of documents	1 page	
	a) handwritten documents		
	a.a) to be issued on the tenth working day after submitting an application		6.00
	a.b) to be issued on the fifth working day after submitting an application		9.00
	b) printed documents	1 page	
	b.a) to be issued on the tenth working day after submitting an application		4.00
	b.b) to be issued on the fifth working day after submitting an application		6.00
Providing services to researchers in reading rooms – making a copy of a document	a) retyping XIX-XXI cc. documents	1 page	
	a.a) to be issued after 24 hours from submitting an application		2.00
	a.b) to be issued on the day of submitting an application		3.00



b) retyping IX-XVIII cc. documents		
b.a) to be issued after 24 hours from submitting an application	1 page	4.00
b.b) to be issued on the day of submitting an application		5.00
c) microfilming XIX-XXI cc. documents		
c.a) to be issued after 24 hours from submitting an application	1 shot	1.00
c.b) to be issued on the day of submitting an application		1.50
d) microfilming IX-XVIII cc. documents		
d.a) to be issued after 24 hours from submitting an application	1 shot	1.00
d.b) to be issued on the day of submitting an application		1.50
e) making and certifying photocopies		
e.a) XXI c. documents		
e.a.a) to be issued after 24 hours from submitting an application	1 page	0.50
e.a.b) to be issued on the day of submitting an application	1 page	1.00
e.b) XX c. documents		
e.b.a) to be issued after 24 hours from submitting an application	1 page	0.60
e.b.b) to be issued on the day of submitting an application	1 page	1.00
e.c) XIX c. documents		
e.c.a) to be issued after 24 hours from submitting an application	1 page	3.00
e.c.b) to be issued on the day of submitting an application	1 page	5.00
f) recording a document on an electronic data carrier		
f.a) XXI c. documents		
f.a.a) to be issued after 24 hours from submitting an application	1 page	1.00
f.a.b) to be issued on the day of submitting an application	1 page	2.00
f.b) XX c. documents		
f.b.a.) to be issued after 24 hours from submitting an application	1 page	1.00
f.b.b) to be issued on the day of submitting an application	1 page	2.00
f.c) XIX c. documents		
f.c.a) to be issued after 24 hours from submitting an application	1 page	4.00



f.c.b) to be issued on the day of submitting an application	1 page	6.00
f.d.) IX-XVIII cc. documents		
f.d.a) to be issued after 24 hours from submitting an application	1 page	6.00
f.d.b) to be issued on the day of submitting an application	1 page	8.00
g) making and certifying photocopies of project, design and technological documentation		
g.a) A3 size documents		
g.a.a) to be issued after 24 hours from submitting an application	1 page	0.50
g.a.b) to be issued on the day of submitting an application	1 page	1.00
h) recording project, design and technological documentation on electronic data carriers		
h.a) A3 size documents		
h.a.a) to be issued after 24 hours from submitting an application	1 copy	1.50
h.a.b) to be issued on the day of submitting an application (if an electronic version is available)	1 copy	2.00
h.b) A2 size documents		
h.b.a) to be issued after 24 hours from submitting an application	1 copy	3.00
h.b.b) to be issued on the day of submitting an application (if an electronic version is available)	1 copy	5.00
h.c) A1 size documents		
h.c.a) to be issued after 24 hours from submitting an application	1 copy	7.00
h.c.b) to be issued on the day of submitting an application (if an electronic version is available)	1 copy	9.00
h.d) A0 size documents		
h.d.a) to be issued after 24 hours from submitting an application	1 copy	10.00
h.d.b) to be issued on the day of submitting an application (if an electronic version is available)	1 copy	12.00
i) printing out and certifying project, design and technological documentation (documentation recorded on electronic data carriers)		
i.a) A3 size documents		



	i.a.a) to be issued after 24 hours from submitting an application	1 copy	1.50
	i.a.b) to be issued on the day of submitting an application	1 copy	2.00
	i.b) A2 size documents		
	i.b.a) to be issued after 24 hours from submitting an application	1 copy	3.00
	i.b.b) to be issued on the day of submitting an application	1 copy	5.00
	i.c) A1 size documents		
	i.c.a) to be issued after 24 hours from submitting an application	1 copy	7.00
	i.c.b) to be issued on the day of submitting an application	1 copy	9.00
	i.d) A0 size documents		
	i.d.a) to be issued after 24 hours from submitting an application	1 copy	10.00
	i.d.b) to be issued on the day of submitting an application	1 copy	12.00
11	(Deleted – 22.12.2015, No 643)		
12	Temporary storage of the documents of organisations/establishments – for a period of 1 year a) as a hard copy b) as an electronic version (scanned paper-based document)	1 storage unit (file) up to 1 Terabyte	2.00  1050.00
13	Transferring files, by the National Archives of Georgia, to organisations and establishment for temporary use	1 file for 1 day	6.00
14	Transferring, by the National Archives of Georgia, of project, design and technological documentation for temporary use a) project and/or design documentation b) textual documents	For 1 day 1 drawing 1 file	 2.00 3.00
	Cinematographic films, photographic and audio documents		
	Providing services to researchers in reading rooms		
	a) identifying according to indices, and compiling a list of cinematographic films, photographic and audio documents for researchers		
	a.a) to be issued on the fifth working day after submitting an application	1 list	45.00



15	a.b) to be issued on the third working day after submitting an application		50.00
	b) preparing an analytical review on the composition and contents of cinematographic films, photographic and audio documents	1 review	
	b.a) to be issued on the fifth working day after submitting an application		35.00
	b.b) to be issued on the third working day after submitting an application		45.00
	c) reviewing and looking through photographic albums (original versions)	1 photo album	
	c.a) to be issued after 24 hours from submitting an application		6.00
	c.b) to be issued on the day of submitting an application		8.00
	d) reviewing and looking through photographic albums, audio records, cinematographic films and index catalogues recorded on electronic data carriers		Free of charge
	e) transferring a film (positive, negative, phonogram) into temporary use (for 1 day) to be issued on the third working day after submitting an application	1 storage unit	10.00
	f) identifying, listening to and selecting an audio document (original) on the day of submitting an application	1 storage unit	5.00
	g) showing a cinematographic film (a film, only the positive) on the screen of an editing bench on the third working day after submitting an application	1 storage unit	15.00
h) showing a cinematographic film (a film or a document recorded on an electronic data carrier) in a cinema hall on the third working day after submitting an application	1 registration number	25.00	
Providing technical services related to cinematographic films, and photographic and audio documents	1 minute		
a) recording an audio document on an electronic data carrier			
a.a) to be issued on the third working day after submitting an application		10.00	
a.b) to be issued after 24 hours from submitting an application		12.00	
a.c) to be issued on the day of submitting an application (if a document recorded on an electronic data carrier is available)		12.00	
b) recording a photographic imprint on an electronic data carrier			



16	b.a) to be issued on the third working day after submitting an application	1 storage unit	7.00	
	b.b) to be issued after 24 hours from submitting an application		10.00	
	b.c) to be issued on the day of submitting an application (if a document recorded on an electronic data carrier is available)		10.00	
	c) recording a photographic negative on an electronic data carrier	1 storage unit		
	c.a) to be issued on the third working day after submitting an application			15.00
	c.b) to be issued after 24 hours from submitting an application			20.00
	c.c) to be issued on the day of submitting an application (if a document recorded on an electronic data carrier is available)			20.00
	d) recording a cinematographic film on an electronic data carrier	1 minute		
	d.a) to be issued on the third working day after submitting an application			10.00
	d.b) to be issued after 24 hours from submitting an application			12.00
d.c) to be issued on the day of submitting an application (if a document recorded on an electronic data carrier is available)	12.00			
17	Using a small cinema hall with a cinema, video and audio projector	1 hour	50.00	
18	Using an audio studio with a sound recording equipment and a sound operator	1 shift (4 hours)	150.00	
19	Using a cinema hall*	1 day	900.00	
		1 hour	300.00	
20	A cinema ticket for a cinema hall**	1 ticket	5.00	
21	Recording a film owned by a natural and/or legal person on an electronic data carrier***			
	a) a 16mm film (negative, positive, positive with optical phonogram, positive with magnetic phonogram, duplicate negative, duplicate positive, 1903 x 1143 Super 16 (Cintel Raw), 581 x 1154 Standard 16 (Cintel Raw), FullH (ProRes 422HQ, DPX, DNxHR)	1 metre	1.00	



	b) a 35mm film (negative, positive, positive with optical phonogram, duplicate negative, duplicate positive (1:37, 1:85), 4 perforations, 3 perforations, 4K (Cintel Raw), 4K UHD (ProRes 422HQ, DPX, DNxHR)	1 metre	3.00
	Recording a photo owned by a natural and/or legal person on an electronic data carrier****		
	a) a 35mm photographic film (negative, slide) (up to 3200 dpi, uncompressed TIFF)	1 shot	1.00
22	b) a 60mm photographic film (negative, slide) (up to 2400 dpi, uncompressed TIFF)	1 shot	2.00
	c) a non-standard (9 x 12, 13 x 18, etc.) photograph, glass plate negative or slide (up to 1200-2400 dpi, uncompressed TIFF)	1 shot	4.00
	d) a photographic imprint (max. A3 size) (up to 600-2400 dpi, uncompressed TIFF)	1 shot	2.00
	Recording an audio file owned by a natural and/or legal person on an electronic data carrier ****		
	a) a 35 mm magnetic phonogram (48kHz 24bit, Dual Mono, Wave)	1 minute	5.00
23	b) a 35 mm optical phonogram (48kHz 24bit, Dual Mono, Wave)	1 minute	5.00
	c) an audio cassette (48kHz 24bit, Stereo, Wave)	1 minute	0.50
	d) a 6mm magnetic tape (4, 9, 19, 38, 76 speed) (48kHz 24bit, Stereo, Wave)	1 minute	2.00
	e) a disc (33, 45, 78 speed) (48kHz 24bit, Stereo, Wave)	1 minute	0.50
	Recording a video file owned by a natural and/or legal person on an electronic data carrier****		
	a) a VHS video cassette (a DVD disc or a DV-AVI or H.264 MP4)	1 hour	10.00
24	b) a VHS-C video cassette (a DVD disc or a DV-AVI or H.264 MP4)	1 hour	10.00
	c) copying a DVCAM videotape onto a file (a DVD disc or a DV-AVI or H.264 MP4)	1 hour	20.00
	d) copying a MiniDV videotape onto a file (a DVD disc or a DV-AVI or H.264 MP4)	1 hour	10.00



e) a Video8 video cassette (a DVD disc or a DV-AVI or H.264 MP4)	1 hour	10.00
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**Notes:**

\* The cinema hall can be used free of charge within the framework of the events and joint projects of the National Archives of Georgia.

\*\* Persons determined by paragraphs 16 and 17 of the Annex approved by this Ordinance shall enjoy a 50% discount on a cinema ticket fee.

\*\*\* Upon the order of natural and/or legal persons, recording their own films on electronic data carriers at the Best Light; the service does not include correction of colour and image, or preparation of a digital cinema package (DCP).

\*\*\*\* The service of recording their own photographic, video, and/or audio files on electronic data carriers upon the order of natural and/or legal persons does not include digital processing of the files.

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

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

*Ordinance No 591 of the Government of Georgia of 28 December 2017 – website, 29.12.2017*

*Ordinance No 81 of the Government of Georgia of 14 February 2019 – website, 18.2.2019*

*Ordinance No 575 of the Government of Georgia of 11 September 2020 – website, 14.9.2020*

*Ordinance No 90 of the Government of Georgia of 11 March 2021 – website, 12.3.2021*

2. The following fees are imposed by the National Archives of Georgia for providing services to the archives of organisations/establishments based on an agreement:

No	Type of service	Unit of measurement	Fee per unit in GEL
1	2	3	4
1	Organising documents and files		
1.1	Preparing a historical reference of the fund of an establishment, organisation	1 printed sheet	35.40
1.2	Drafting a plan for the organisation of documents and files	1 plan	17.70
1.3	Determining and verifying the classification of document and file funds		
1.3.1	of managerial, artistic and research and technical documentation*	1 storage unit	0.30
1.3.2	of private documents**	1 document	0.35



1.4	Systematising files before carrying out an evaluation examination of documents***		
1.4.1	according to funds	10**** storage units	0.30
1.4.2	within funds, according to years or structural parts	10 storage units	0.50
1.5	Systematising documents according to main groups within the framework of personal funds	1 document	0.15
		100***** sheets	1.15
1.6	Scientific and practical evaluation examination		
1.6.1	of managerial and artistic documentation		
1.6.1.1	by sheet-by-sheet review of the documents	1 storage unit	1.00
1.6.1.2	without sheet-by-sheet review of the documents	10 storage units	1.65
1.6.2	for research and technical documentation:		
1.6.2.1	textual		
1.6.2.1.1	by sheet-by-sheet review of the documents	1 storage unit	1.00
1.6.2.1.2	without sheet-by-sheet review of the documents	10 storage units	0.50
1.6.2.2	graphic	10 sheets	1.00
1.6.3	of personal origin	10 documents	1.00
		50***** sheets	0.30
1.6.4	of personnel files (including personal files):		
1.6.4.1	by sheet-by-sheet review of the documents	1 storage unit	0.50
1.6.4.2	without sheet-by-sheet review of the documents	10 storage units	0.30
1.7	Forming files from the scattered sheets of documents		
1.7.1	managerial and artistic documentation	10 sheets	0.50
1.7.2	research and technical documentation		
1.7.2.1	textual	5 storage units	1.00
1.7.2.2	graphic	10 sheets	1.00
1.7.3	personal documents	1 storage unit	0.20
1.7.4	personnel files	50 sheets	0.50
1.8	Systematising sheets in files		



1.8.1	typewritten (without correction) or handwritten texts	100 sheets	1.00
1.9	Systematising research and technical documentation according to project parts, stages, problem stages (topics), etc.:		
1.9.1	textual documents	5 storage units	1.20
1.9.2	graphic documents	10 sheets	1.00
1.10	Systematising graphic documents within files	10 sheets	0.50
1.11	Creating headings of managerial, artistic, research and technical documents, and personnel files	1 heading	1.10
1.12	Compiling document annotations	1 annotation	0.35
1.13	Compiling and editing internal records of managerial, textual, research and technical, artistic and personal documents	1 heading	0.25
1.14	Folding drawings in files		
1.14.1	of more than A4 size documents	10 sheets	0.30
1.14.2	of more than A1 size documents	10 sheets	0.60
1.15	Disassembling incorrectly formed files and removing fasteners	1 file	0.50
1.16	Binding files		
1.16.1	managerial, artistic and research, and technical files	1 storage unit	0.50
1.16.2	personnel files	1 storage unit	0.50
1.16.3	non-standard sheets and graphic documents	1 storage unit	0.80
1.16.4	personal documents	1 storage unit	0.50
1.17	Numbering and renumbering sheets in files	100 sheets	1.00
1.18	Designing a file cover or title page	1 cover	0.20
1.19	Attaching title and certification pages	10 Sheet	0.20
1.20	Systematising files within the funds of establishments and personal funds	10 storage units	0.50



1.21	Putting an archival code and stamp on a file cover	10 storage units	0.30
1.22	Placing files into boxes or forming bindings	10 storage units	1.00
1.23	Making tags and sticking them to boxes	1 tag	0.20
1.24	Allocating boxes or bindings	10 (bindings)	1.00
1.25	Moving files from the depository of archives of an establishment (structural subdivision) to a working room during the process of organisation	10 storage units	1.00
1.26	Compiling file records		
1.26.1	printing	1 heading	0.15
1.26.2	introducing foreign words (in the original font) into each heading	1 heading	0.30
1.26.3	manuscript	10 headings	1.00
1.27	Compiling a foreword of a record		
1.27.1	of an establishment of national importance	1 foreword	46.00
1.27.2	of an establishment of urban, regional or rural importance	1 foreword	28.00
1.28	Drawing up a list of abbreviated words and an index of a record	1 list with 30 entries	2.00
1.29	Registering a record	1 record	10.00
1.30	Compiling topographic indices	10 cards	1.00
1.31	Drawing up an act on the destruction of files and documents that are not subject to storage	1 item	1.00
1.32	Forming the binding of files that are not subject to storage	10 storage units	0.30
1.33	Compiling lists (acts, certificates) of the materials of establishments, which have not been submitted according to a nomenclature	1 list	9.00
1.34	Drawing up an act on the completion of the organisation of documents	1 act	11.00
1.35	Cleaning dust off files	100 storage units	5.00
	Preparing normative and methodological documents		



2	regulating the organisation of documents in the activities of an establishment		
2.1	Preparing schemes of the lists of documents to be transferred for state preservation	1 scheme	9.00
2.2	Determining the scientific and practical importance of documents in order to establish their preservation time frame		
2.2.1	by sheet-by-sheet review	1 storage unit	0.70
2.2.2	without sheet-by-sheet review	10 storage units	1.00
2.3	Creating a heading of a document	1 heading	0.50
2.4	Grouping compiled cards for lists within articles	10 cards	0.70
2.5	Systematising and verifying the articles of lists	1 article	0.20
2.6	Indexing the articles of lists	10 articles	1.00
2.7	Drawing up instructions for using lists	1 instruction	37.00
2.8	Drawing up a list of abbreviated words in lists	1 list with 30 entries	8.00
2.9	Formatting a list	1 list	13.00
2.10	Preparing lists of projects, problems (topics), the research and technical documentation of which is transferred for state preservation (if an organisation has been operating for more than 10 years)		
2.10.1	carrying out organisational works at an establishment	1 establishment	24.00
2.10.2	browsing catalogues, cards, inventory books, magazines	10 descriptive articles	0.20
2.10.3	examining annotated lists, annual reports, reference, anniversary and other publications	1 printed sheet	28.00
2.10.4	drawing up lists	1 heading	0.30
2.11	Developing a tool of systematisation of the lists of projects, problems (topics)		
2.11.1	with 10 entries	1 scheme	4.00
2.11.2	with 10 to 50 entries	1 scheme	12.00
2.11.3	with more than 50 entries	1 scheme	17.00
2.12	Determining the importance of projects, problems (topics)		
2.12.1	project processing	1 processing	0.50



2.12.2	design processing	1 processing	0.50
2.12.3	technological processing	1 processing	0.80
2.12.4	research and technical processing	1 processing	0.80
2.13	Checking the completeness of documents of selected projects	1 sheet	0.80
2.14	Creating the headings of projects, problems (topics) on cards	1 heading	0.35
2.15	Systematising cards with headings		
2.15.2	according to subject and a thematic list	10 cards	0.30
2.15.2	according to chronological, nominal or alphabetical order	10 cards	0.20
2.16	Indexing lists of projects, problems (topics)	10 cards	0.30
2.17	Drawing up a foreword of a list		
2.17.1	with 10 entries	1 foreword	18.00
2.17.2	with more than 10 entries	1 foreword	28.00
2.18	Formatting a list	1 list	13.00
2.19	Preparing a model and/or typical nomenclature, and a nomenclature of the files of an establishment		
2.19.1	developing the structure of a nomenclature of files of an establishment	1 scheme	35.40
2.19.2	carrying out organisational works at an establishment	1 establishment	53.00
2.20	Determining the scientific and practical importance of documents in order to establish their storage time frames		
2.20.1	documents that are not included in a typical list	1 storage unit	1.00
2.20.2	documents that are included in a typical list	10 storage units	1.65
2.21	Creating headings of files and documents	1 heading	0.80
2.22	Grouping documents in order to create files	10 documents	0.80
2.23	Systematising cards compiled for files with headings in chronological or alphabetical order	10 cards	0.30
2.24	Formatting a nomenclature and drawing up instructions for its use	1 instruction	35.40
2.25	Drawing up a statistical report on the organisation of temporary storage at an establishment of the documents of the national archival fund	1 report	7.50
2.26	Drawing up the provisions of the archives of an establishment	1 provision	8.50



2.27	Drawing up the provisions of an expert commission of an establishment	1 provision	8.50
2.28	Drawing up the record-keeping instructions of an establishment	1 instruction	70.80
2.29	Translating the headings of files	1 heading	1.00
2.30	Drawing up (typing) a list of files intended for temporary storage	10 headings	1.00

**Notes:**

\* Up to 7 000 sheets (35 kg of documents) before starting the organisation of documents and files, and up to 200 storage units after the completion of the organisation, 50 sheets per file.

\*\* If the documents are scattered.

\*\*\* If the documents are not subject to any systematic arrangement.

\*\*\*\* 10 – in points 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 unit of measurement.

\*\*\*\*\* 100 – in points 1.5, 1.8, 1.17, 1.35 means a minimum unit of measurement.

\*\*\*\*\* 50 – in points 1.6.3, 1.7.4 means a minimum unit of measurement.

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

*Ordinance No 575 of the Government of Georgia of 11 September 2020 – website, 14.9.2020*

*Ordinance No 90 of the Government of Georgia of 11 March 2021 – website, 12.3.2021*

3. The following fees are imposed for the provision of the restoration and preventive services of documents, engravings, drawings, maps, magazines and newspapers, and posters, at the Laboratory of Documents Restoration and Microfilming of the National Archives of Georgia:

No	Type of service	Unit of measurement	Fee in GEL
1	Restoring parchment-based documents	1 sheet of A4 size	
	a) level I complexity	1 sheet	25.00
	b) level II complexity	1 sheet	20.00
	c) level III complexity	1 sheet	15.00
	d) level IV complexity	1 sheet	10.00



2	Restoring paper-based documents	1 sheet of A4 size	
	a) level I complexity	1 sheet	15.00
	b) level II complexity	1 sheet	10.00
	c) level III complexity	1 sheet	5.00
	d) level IV complexity	1 sheet	3.00
3	Restoring large format documents (posters, drawings, maps, engravings)	size A4 (8 sheets)	
	a) processing of documents using physico-chemical methods	1 sheet	35.00
	b) placing on a new base		30.00
	c) tracing-paper based documents		25.00
4	Restoring newspapers		
	a) level I complexity	1 sheet of A4 size	5.00
	b) level II complexity	1 sheet of A4 size	3.00
5	Restoring (inserting) leather covers in book manuscripts	1 cover	50.00
6	Repairing archive files		
	a) complex	10 sheets	0.65
	b) simple	10 sheets	0.35
7	Binding and adding covers to restored files		
	a) non-standard sheets	1 storage unit (1-150 sheets)	6.00
		1 set	
	b) newspaper sheets	(1-100 sheets)	10.00
8	Producing folders for archive documents	1 folder	3.00
9	Producing non-standard special envelopes for documents	1 envelope	0.60
10	Repairing old paper covers by preserving their initial design	1 storage unit	0.50
11	Ageing paper sheets	1 sheet of A4 size	0.15
		1 sheet of A3 size	0.25



12	a) restoring photo positives	10 photo positives	10.00
	b) putting a photographic album into a cover	1 album	30.00
13	Disinfecting documents		
	a) in a disinfection chamber, and cleaning off the dust	1 storage unit	0.80
	b) wet processing	10 sheets	0.60
	c) disinfecting the depository of the archives	40 m <sup>2</sup>	12.00

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

*Ordinance No 90 of the Government of Georgia of 11 March 2021 – website, 12.3.2021*

4. The following fees are imposed for the services provided by the Science Reference Library of the National Archives of Georgia:

No	Type of service	Unit of measurement	Fee in GEL
1	Providing and viewing media files in the hall (rare documents are provided only in the form of documents recorded on electronic data carriers)		Free of charge
2	Making copies of media files	1 page	0.10
3	Recording media files on electronic data carriers	1 page	0.10
4	Recording cartographic publications on electronic data carriers		
	a) XIX c. cartographic publications		
	a.a) to be issued after 24 hours from submitting an application	1 page (A4 size)	4.00
	a.b) to be issued on the day of submitting an application	1 page (A4 size)	6.00
	b) XX-XXI c. cartographic publications		
	b.a) to be issued after 24 hours from submitting an application	1 page (A4 size)	1.00



	b.b) to be issued on the day of submitting an application	1 page (A4 size)	2.00
5	Recording posters on electronic data carriers a) of XX c. – to be issued after 24 hours from submitting an application	1 page (A4 size)	1.00
	b) of XX c. – to be issued on the day of submitting an application	1 page (A4 size)	2.00

**Note:** A4 means a unit of measurement.

*Ordinance No 90 of the Government of Georgia of 11 March 2021 – website, 12.3.2021*

5. The fee (hereinafter 'the fee') imposed for the services provided by the National Archives of Georgia (hereinafter 'the National Archives') is a mandatory payment for the services rendered by the National Archives as provided for by this Annex.

6. The fee shall be paid:

a) in the case of paid use of the documents stored at the National Archives as provided for by this Ordinance;

b) for the provision of information services;

c) based on an agreement:

c.a) for services provided during research and technical processing and the evaluation examination of documents;

c.b) for services provided by the Laboratory of Documents Restoration and Microfilming;

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

d) for the preservation of the documents of establishments and organisations, as well as of private persons, except for documents intended for permanent preservation.

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

6<sup>1</sup>. Recording documents owned by a natural and/or legal person on an electronic carrier, as well as creating, maintaining and using their electronic registration and search software, shall be regulated by an agreement concluded with that person.

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

7. The National Archives shall provide the services:

a) within 10 working days after submitting an application;

b) within an accelerated time frame;

c) within a time frame determined by an agreement;

d) the time frame for the restoration and preventive works of documents, engravings, drawings, maps, magazines and newspapers, and posters, depends on the complexity of the work and shall be determined by a preliminary restoration examination.



8. Persons using the services of the National Archives shall pay the fees before the provision of the services or within a period specified in an agreement, by cash or non-cash payment, according to the procedure established by the legislation of Georgia.

9. Non-cash payment shall be made according to the procedure established by the legislation of Georgia.

10. Cash payment shall be made in the national currency in banks, followed by the issuance of a receipt of an established form confirming the payment.

11. The fee shall be transferred to the account of the National Archives.

12. The fees paid for archive services shall be refunded if:

a) the holder of a document of the National Archival Fund refuses to receive archive services on legal grounds;

b) archive services have not been provided to a person for reasons beyond his/her control;

c) the National Archives fails to provide archive services to an interested person within the time frame relevant to the fee paid for the services, and the person requests another time frame to be determined. The difference between the two fees shall be refunded to the person. In this case, the person shall have the right to refuse to receive the archive services and request a full refund of the paid fee;

d) an interested person has paid the fee in excess of the specified amount. The difference between the amount paid and the amount of the archive service fee shall be refunded to the person.

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

13. In the cases specified in paragraph 12(a-d) of this Annex, the fee paid for archive services shall be refunded upon a written request of an interested person within 30 calendar days after submitting the written request. The request shall contain the legal basis for the partial or full refund of the paid fee and it shall be submitted within 30 calendar days after the payment of the fee. In no case shall this time frame be extended or a missed time frame resumed.

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

14. A request referred to in paragraph 13 of this Annex shall include a justification for the existence of a legal basis for the partial or full refund of the paid amount.

15. The authors of the documents, their legal successors, and the founders of a fund, who have transferred their documents to the National Archives for permanent preservation, as well as the court and investigative bodies, shall be exempted from payment of the fee for temporary use of the documents.

16. For providing the services of preparation and the issuance of social-legal archival certificates (positive, negative) that directly concern them, the following persons shall be exempted from the payment of the fee:

a) persons with disabilities;

b) veterans of World War II and persons equivalent to them;

c) veterans of combat operations in the territory of other states and persons equivalent to them;

d) veterans of combat operations for the territorial integrity, freedom and independence of Georgia and persons equivalent to them;

e) internally displaced persons;

f) family members registered in the integrated database of socially vulnerable families, whose rating scores are equal to or less than the threshold established by the Government of Georgia.

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

17. The following persons shall enjoy a 50% discount on the fee: pupils, students, and retired persons, in the case of preparation



and issuance of certificates (positive, negative) that directly concern them.

18. Pupils, students, retired persons, and persons holding an academic degree shall enjoy a 50% discount on the fees for services provided in a researchers' reading room.

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

19. The discounts shall not apply to expedited services.

20. (Deleted – 22.12.2015, No 643).

21. (Deleted – 28.7.2016, No 356).

22. Within the framework of systematic and sporadic registration 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, the services specified in paragraph 7(d), (e), (h) and (i) of the list determined by paragraph 1 of this Annex shall be provided to the LEPL National Agency of Public Registry within 10 days. The fee for the services provided by the National Archives in terms of the preparation and issuance of the certificates specified in paragraph 7(d) and (e) of the list determined by paragraph 1 of this Annex shall be GEL 10. In the cases determined by this paragraph, if incomplete information is provided to the LEPL National Agency of Public Registry, the National Archives shall provide additional information free of charge.

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

*Ordinance No 591 of the Government of Georgia of 28 December 2017 – website, 29.12.2017*

*Ordinance No 321 of the Government of Georgia of 10 July 2019 – website, 12.7.2019*

*Ordinance No 682 of the Government of Georgia of 31 December 2019 – website, 31.12.2019*

*Ordinance No 639 of the Government of Georgia of 22 October 2020 – website, 23.10.2020*

23. (Deleted – 9.2.2017, No 74).

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

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

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

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

*Ordinance No 346 of the Government of Georgia of 29 June 2018 – website, 29.6.2018*

*Ordinance No 695 of the Government of Georgia of 31 December 2018 – website, 31.12.2018*

*Ordinance No 349 of the Government of Georgia of 4 July 2022 – website, 6.7.2022*

