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Archival rules

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The regulation is enacted on the basis of § 13 of the [Archives Act](#).

Chapter 1 General provisions

§ 1. Scope of application of regulation

(1) The archival rules (hereinafter *rules*) regulate and specify the appraisal of records and preservation of archival records at agencies or persons performing public duties until the transfer thereof to public archives, procedure for transfer of archival records to public archives, preservation and protection of such records in the public archives and organisation of access thereto, including the issue of archival notices by the public archives.

(2) The rules shall apply to:

1) the National Archives;

2) local government archives;

3) an agency or person performing public duties with respect to records created or obtained in the course of performing public duties (hereinafter *agency*).

(3) The rules shall extend to public, state or local government museums and libraries, educational, research and development institutions and foundations which possess a collection of records or information of cultural or historical value to the extent prescribed by the Archives Act in accordance with the law or the statutes or articles of association of the agencies.

§ 2. Definitions

(1) In these rules, the following definitions are used:

1) archive is a comprehensive set of records of an agency or person;

2) public archives is an archival agency within the meaning of the National Archives and local government archives;

3) creator of archival records is an agency whose activities may result in the creation of archival records.

(2) Records as defined by these rules also include archival records unless otherwise specified.

Chapter 2

Establishment of archives

§ 3. Principles for the establishment of archives

(1) In establishing archives, agencies shall be guided by:

1) the principle of provenance according to which the records of one agency belong together;

2) the principle of respect for original order according to which the condition of the archives in the course of the agency's activities shall be maintained.

(2) Upon transfer of a function to another agency, records shall be added to the archive of the other agency. It must be possible to track the initial origin and time of addition of records.

(3) An agency shall deem all of its records incl. information in databases regardless of medium as a whole, i.e. a part of the archives.

(3¹) Information on facts or activities in databases shall be deemed records and the part of them of archival value shall be deemed archival records.

(4) An agency shall retain and use records in a manner that does not damage their condition or endanger their authenticity, reliability, integrity or usability.

(5) The possessor of archival records shall ensure the use of archival records in a manner that does not damage the condition of the archival record or endanger its continued preservation.

§ 4. Retention of archives

(1) Records shall be retained until the end of the retention period or transfer to public archives grouped according to series based on the classification scheme. During the retention period or until transfer to public archives, records must be retrievable and accessible.

(2) An agency must have an overview of the composition of archives. An overview of the composition of archives must include at least:

1) function title;

2) identification, title and retention period of the series currently and previously valid;

3) reference to the public archives appraisal decision if records have been appraised;

4) quantity, titles, date ranges and locations of files or other units that are part of a series;

5) reference to a destruction certificate if records have been destroyed.

§ 5. Permanence requirements of archives

- (1) When archival records are created, arranged and retained, an agency must use materials, formats and technologies that ensure that records have maximum permanence.
- (2) An agency shall create archival records, except for databases of archival value, in archival format.
- (3) The National Archives issues information concerning archival quality materials and technologies. Archival formats are provided in Annex 1 to the rules.

Chapter 3 Classification of records

§ 6. Classification scheme

- (1) An agency shall develop a classification scheme for the classification of its records based on analysis of functions, structure and work processes and related transactions.
- (2) A classification scheme is a structured list of agency functions and series and a framework for capturing and managing its records and establishment of the archives.
- (3) A classification scheme must contain at least the following:
 - 1) function title and its identifier;
 - 2) series titles and their identifiers;
 - 3) reference to the appraisal decision of the public archives on series or function level;
 - 4) description of core function (actions or work processes performed to implement the core function);
 - 5) authorisation for performing a core function or a reference to legislation;
 - 6) series titles of the core function and identifications in the previous classification scheme, if different.
- (5) A unified classification scheme may be developed for agencies with similar functions.

§ 7. Classification scheme levels

- (1) Classification scheme levels are:
 - 1) function level;
 - 2) series level.
- (2) Sub-levels may be created on each level of the classification scheme.
- (3) The name of the agency's structural unit may be presented on the function level of the classification scheme.
- (4) A series connects records belonging together on the basis of one or several criteria. A series is established based on the following criteria:

- 1) a data set that is identifiable and manageable together;
- 1¹) record class;
- 2) content or topic;
- 3) function or work process(es) during which records are created;
- 4) place in information system;
- 5) retention period;
- 6) terms for access.

§ 8. Classification scheme approval

- (1) A creator of archival records shall submit a draft classification scheme or draft amendment to classification scheme to the public archives for approval prior to its adoption.
- (2) A draft classification scheme shall be submitted for approval if:
 - 1) a new classification scheme is developed;
 - 2) series created due to change in functions or structure of the creator of archival records are added to the classification scheme;
 - 3) a series or sub-series containing archival records is merged with a series not containing archival records;
 - 4) a series comprising archival records is split into two or more series.
- (3) During the approval, the public archives shall:
 - 1) verify if the classification scheme captures all functions of the creator of archival records and documentation of functions;
 - 2) make proposals to optimise the classification scheme when necessary;
 - 3) verify references to appraisal decisions by the public archives and their validity.
- (4) Upon failure to approve the classification scheme, the public archives shall issue justification.
- (5) Public archives may initiate appraisal during the approval of the classification scheme for determining archival records. Public archives shall notify the creator of archival records of any appraisal initiated during the approval of a draft classification scheme or its draft amendment.

Chapter 4

Appraisal of records

§ 9. Objectives of appraisal

- (1) Appraisal is an activity of the public archives intended to determine the archival value of records.

(2) Appraisal shall decide which records form part of national cultural heritage and that shall therefore be permanently preserved as records.

§ 10. Appraisal criteria

(1) When appraising records, public archives shall be guided by:

- 1) the significance and position of an agency or person in society and the public administration hierarchy;
- 2) functions of an agency or person and other record context;
- 3) records research potential;
- 4) uniqueness and authenticity of information contained in records;
- 5) importance of records in the exercise of public authority and the need to proof the rights and transactions of persons;
- 6) usability and connections to other records;
- 7) the time frame that the records originate from or address;
- 8) tradition of acquisition;
- 9) materials and formats used in creating records;
- 10) terms for access;
- 11) estimate of agency or person or society stakeholders as to the value of the records;
- 12) resources needed to preserve the records or budgetary resources available to the public archives.

(2) Repealed

(3) Public archives may select samples through appraisal.

§ 11. Conducting appraisal

(1) Appraisal shall be conducted:

- 1) upon determining creators of archival records;
- 2) upon determining archival records;
- 3) upon removing archival value from archival records.

(1¹) Public archives manages and conveys information on which agencies are creators of archival records as a result of appraisal.

(2) Repealed

(3) Upon the separation of records for destruction or transfer to public archives, appraisal shall be conducted if the archival value or lack thereof has not previously been determined.

(4) An agency shall submit at the request of public archives for appraisal to be conducted:

- 1) a classification scheme;
- 2) an overview of the composition of archives;
- 3) links between classification schemes valid in different periods;
- 4) technical documentation regarding hardware and software used to maintain appraised documents, document storage operations and users;
- 5) database structure and digital file samples;
- 6) agency statutes or articles of association;
- 7) archival inventory or draft destruction certificate;
- 8) other information necessary for appraisal.

(5) Public archives may conduct appraisal by directly reviewing records.

§ 12. Appraisal decision

(1) Public archives shall document the results of appraisal as an appraisal decision and communicate it to the relevant agencies or persons.

(2) Public archives shall document appraisal results in its appraisal decision in a manner that would render archival records easily identifiable.

(3) An appraisal decision must contain at least the following:

- 1) appraisal results;
- 2) name of public archives conducting appraisal;
- 3) number and date of appraisal decision;
- 4) names and job titles of appraisers.

(4) Documents justifying the context of documents and the appraisal decision shall be annexed to the appraisal decision.

(5) Appraisal decisions and annexes thereto shall be permanently stored in public archives.

Chapter 5

Destruction of records

§ 13. Separation of records for destruction, including database content

(1) An agency may dispose its records, including database content, for destructions after the end of the retention period. Destruction must be irreversible, secure and environmentally-friendly. Archival records shall not be destroyed.

(2) A creator of archival records shall apply for permission from the public archives for the disposition of its records for destruction if the archival value or lack thereof has not previously been determined.

(3) An agency may destroy record media if information contained in the record has been transferred to other media. The transfer procedure, person performing it, time, hardware and software used must be documented and verifiable and the authenticity, reliability, integrity and usability of the information must be guaranteed. In the case of archival records approval must be obtained from the public archives for destruction of media.

§ 14. Documentation of destruction

(1) An agency shall document the destruction of its records with a destruction certificate.

(2) A destruction certificate shall contain at least the following data concerning the records disposed for destruction:

- 1) reference to public archives appraisal decision;
- 2) identifier according to classification scheme or other document listing the composition of archives;
- 3) series title or file title;
- 4) date ranges;
- 5) number of files or other units;
- 6) records retention period;
- 7) reference to legislation regulating the retention or destruction of the record, if available;
- 8) note regarding the method, time, place and person performing the destruction.

Chapter 6

Transfer of archival records to public archives

§ 15. Obligation and term for transferring archival records

(1) Archival records shall be transferred to the public archives with the competence to receive records.

(2) The details of the transferor and transfer of databases to public archives shall be agreed in cooperation with the chief processor of the public archives and the database.

(3) Archival records must be transferred to the public archives if they are no longer needed for performing their duties but no later than 10 years after archival records were created or obtained.

(4) A creator of archival records shall submit a request to the State Archivist in order to extend the term of transfer of archival records to the National Archives, which must contain:

- 1) the composition of the relevant archival records;
- 2) justification for an extension to the transfer term;
- 3) a proposed new transfer term that is not longer than 10 years.

§ 16. Transfer procedures and general requirements

(1) Repealed

(2) Before the transfer of archival records, the transferor shall arrange and describe them according to the requirements set forth in these rules, accounting for the guidelines of the public archives.

(3) Preparation for the transfer and transfer of archival records shall be at the transferor's expense.

(4) For the preparation of archival records for transfer, software approved by the public archives shall be used, which enables archival scheme and inventory to be compiled for paper-based and digital records. Digital archival records shall be transferred to the National Archives by using the said software.

(5) Together with archival records, the transferor shall transfer to the public archives archival descriptions listed in the archival inventory (hereinafter inventory) and existing digital copies of records if these correspond to requirements.

(6) During acceptance of archival records, public archives shall verify:

- 1) the existence of descriptions and adherence to requirements;
- 2) arrangement of archival records;
- 3) inventory checking of archival records;
- 4) physical and/or technical condition of archival records.

(7) Results of inventory checking are documented in an inventory report, which shall contain at least the following data:

- 1) name of the creator of archival records;
- 2) total number of files in inventories and separately by inventory/inventories;
- 3) number of files that actually exist;
- 4) missing file numbers;
- 5) description of physical or technical condition of records.

(8) A transferor of archival records shall eliminate any deficiencies identified during inventory checking at its own expense.

(9) Repealed

§ 17. Transfer of private records to public archives

(1) Private records may be transferred:

- 1) as a gift under a gratuitous contract together with transfer of ownership right;
- 2) as an inheritance;
- 3) for storage (without transfer of ownership right) under contract;
- 4) under contract of purchase and sale.

(2) Upon transfer of private records, the owner may subject them to access restrictions. Access restrictions shall be set forth in the contract and these cannot exceed 50 years from the record transfer date.

§ 18. Documentation of transfer

(1) Upon transfer of archival records, public archives shall prepare a delivery and receipt form to be signed by the transferor and transferee.

(2) The delivery and receipt form shall contain at least the following data:

- 1) transferor's name;
- 2) name of the receiving public archives;
- 3) reference to reasons of the transfer;
- 4) name of the creator of archival records;
- 5) date ranges of archival records;
- 6) number of files in total and separately for paper and digital records (number of files, shelf metres, bytes, etc.);
- 7) transfer of ownership right to archival records;
- 8) access terms to archival records;
- 9) physical and/or technical condition of archival records.

(3) Additional data or documents may be added to the delivery and receipt form.

(4) For special record types, technical documentation is added regarding the content, format and production and context (crew and cast, etc.) which is necessary to ensure the preservation of archival records, access to them and to ensure that they can be used (editing list, summary, technical data, etc.) in accordance with the requirements of public archives.

(5) Ownerless archival records are accepted on the basis of a unilateral instrument of receipt.

Chapter 7

Archival arrangement

§ 19. Principles of archival arrangement

(1) Archival arrangement enables:

- 1) transfer of archival records to public archives;
- 2) preservation of archival records in public archives;
- 3) use of archival records in public archives.

(2) The records of one creator of archival records shall be arranged into one archive regardless of the records type, class or medium.

§ 20. Arrangement levels

(1) Archival arrangement employs a hierarchical structure with the following main arrangement levels:

- 1) fond level;
- 2) series level;
- 3) file level.

(2) On the level of fonds and series, sub-levels can be formed.

(3) The use of arrangement levels and their sub-levels must be optimal and help maintain the links between archival records, the context of their creation and simplify their use.

(4) An archive as an arrangement unit is a comprehensive set of records of the creator of archival records. An archive generally consists of the records of one creator of archival records.

(5) The factors in the creation of archival records are:

- 1) legal independence of a creator of archival records or organisational separation;
- 2) independent dealing of a creator of archival records and existence of functions;
- 3) person and their links to other persons.

(6) In the course of arrangement of archives, an archive may be divided into sub-archives in accordance with the archival scheme. The formation of sub-archives shall be based on the date-based classification, organisational structure and allocation of functions of the activities of the creator of archival records and on the relevant conducting of procedures.

(7) Upon the merger of creators of archival records or transfer of functions, the records of several (defunct) creators of archival records may be joined in one archive, defining each creator as a sub-archive.

(8) A collection is an arrangement unit on the fonds level, formed on the basis of classification, type, subject, author or multiple criteria.

(9) If a creator of a collection is the same as the creator of archival records, a collection shall be arranged as part of the archive of the creator of archival records.

(10) A series is an arrangement unit connecting the records belonging together based on function, classification, content or other criteria. Series may be classified into sub-series upon arrangement.

(11) A file is an arrangement unit for management of archival records. A file can be comprised of:

- 1) records belonging to one series and grouped together;
- 2) a single record.

§ 21. Archival scheme and its development

(1) An archival scheme shall be developed in collaboration between the public archives and the creator of archival records before the arrangement of the archive or part thereof for transfer. An archival scheme defines the following:

- 1) arrangement units – fond and series with sub-levels;
- 2) hierarchical order, names and codes of arrangement units.

(2) The selection of arrangement units and defining links between them in the archival scheme shall be guided by the following:

- 1) classification scheme;
- 2) functions;
- 3) structure and changes therein;
- 4) archive size and composition.

(3) An archival scheme may call for an arrangement different than the initial arrangement if:

- 1) the initial arrangement cannot be determined;
- 2) the initial arrangement does not enable consistent classification of archival records to be carried out.

(4) An archival scheme shall be as optimal as possible so as to enable its use over a long time period. It must enable a continuous transfer of archives.

(5) Repealed

§ 22. Preparation of archival records for permanent preservation

(1) When archival records on paper are arranged for transfer to public archives:

- 1) archival records shall be removed from enclosures unsuitable for permanent storage;

- 2) non-archival materials and metal fasteners in contact with paper shall be removed;
 - 3) archival records shall be sorted chronologically, alphabetically or based on other criteria;
 - 4) sheets shall be numbered using soft graphite pencil;
 - 5) sheets and enclosures shall be dry-cleaned;
 - 6) a protective sheet of archival quality document paper shall be added to the front of the file and a confirmation letter to the end of the file;
 - 7) sheets shall be placed loosely into archival enclosures or bound with tied string into folders or between covers.
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- (2) Files comprised of archival records on paper shall be placed into archival boxes stored horizontally, files and archival boxes shall be labelled according to the requirements of public archives.
 - (3) In case of damaged paper archival records, public archives shall be consulted regarding further actions.
 - (4) Digital archival records shall be given to the National Archives in a manner approved by the public archives.
 - (5) A package for the transfer of digital archival records and their descriptions shall be assembled based on structural requirements established by the National Archives.
 - (6) Repealed
 - (7) Repealed
 - (8) Conversion operations and transfer formats of digital archival records in non-archival format, including information of archival value in databases shall be described by the National Archives in its guidelines.

Chapter 8

Archival descriptions

§ 23. Purpose and basis for archival descriptions

- (1) Archival descriptions shall create an accurate presentation of the archive of the creator of archival records and give an overview of the creation of archival records. Archival description shall enable:
 - 1) to understand the context of creation of the records of the creator of archival records;
 - 2) access to archival records.
- (2) Archival descriptions shall be based on general international archival description standards approved by the International Council on Archives:
 - 1) *ISAD(G): General International Standard Archival Description*;

2) *ISAAR(CPF): International Standard Archival Authority Record for Corporate Bodies, Persons and Families*.

(3) Archival description of audio-visual archival records shall be based on description standards that are accepted by the public archives and widely used internationally. The National Archives shall provide information on such standards.

§ 24. Archival descriptions method and description levels

(1) Multi-level description shall be used for archival descriptions, according to which:

- 1) a separate description can be prepared for each archive, series, file or records;
- 2) descriptions presented on higher levels are more extensive and expansive;
- 3) on lower levels, if necessary, only detailed information, which cannot be presented on higher levels, shall be added, if necessary.

(2) Archival descriptions comprise description of the creator of archival records and the archive.

(3) An archive shall be described on the following levels:

- 1) fonds level, at the same level the collection is also described;
- 2) series level;
- 3) file level;
- 4) record level.

§ 25. Description elements

(1) A list of description elements shall be compiled by the National Archives.

(2) When the creator of archival records and archive are described, at least the mandatory description elements presented in the list of description elements shall be used.

§ 26. Inventory

(1) An inventory is a set of archive descriptions.

(2) An archive description is generally presented in one inventory. Multiple inventories may be created for a complex and large-scale archive. The basis of adopting multiple inventories is substantial change in the duties of a creator of archival records, organisation and composition of archive.

(3) Repealed

Chapter 9

Preservation and protection of archival records in the public archives

§ 27. Principles for preservation of archival records

(1) The following actions intended to extend record life shall be organised and performed for the preservation of archival records:

- 1) archival quality materials, formats and technologies shall be used in arrangement and preservation;
- 2) due conditions (interior fittings and environmental conditions) shall be ensured for the preservation of archival records in an archival repository;
- 3) protection of archival records from mechanical, chemical, physical, biological and human-induced (incl. vandalism, theft) damage;
- 4) access and preservation copies shall be created and records shall be conserved if necessary.

(2) The selection and application of optimal preservation solutions shall be based on record type, format, constituent materials, formatting method and other characteristics if necessary.

(3) Public archives and the creator of archival records specified in § 1 (3) shall retain archival records in the archival repository built or adapted for their permanent preservation (hereinafter repository).

§ 28. Repository requirements

(1) Environmental conditions of the repository must have suitable for the permanent preservation of archival records and take into consideration storage differences arising from the type of archival record. Information on internationally accepted standards on storage conditions of archival materials shall be provided by the National Archives.

(2) Environmental conditions of the repository must be regularly inspected using duly calibrated equipment.

(3) Repositories shall be built without windows. If a repository has windows, these must be adapted in a manner that prevents direct daylight.

(4) The floor load capacity of a repository must conform to the weight and location of the interior fittings and records in the repository.

(5) A repository must conform to fire safety requirements ensuring the preservation of archival records.

(6) Warm air heating must generally be used in a repository. The air of warm air heating, as well as ventilation, must be filtered.

(7) Electrical, gas and water supply systems must not be located in a repository or nearby, except if these are directly needed for purposes related to the preservation or use of archival records.

(8) A repository must be secured against theft, breaking and entering, vandalism and terrorism.

- (9) Exit pathways from the repository must be marked visibly in the dark.
- (10) A repository must be fitted in a manner ensuring efficient air ventilation and prevents areas of high humidity from occurring.
- (11) Lighting may be used in a repository only while prescribed activities are taking place there.
- (12) A repository must not contain other furniture or equipment than necessary for the preservation and protection of archival records and it must not damage the records upon contact.
- (13) A repository, its ventilation systems, fittings and files must be cleaned regularly. Cleaning supplies must not damage archival records.
- (14) The preservation of digital archival records must be guided by the security measures for standard modules specified in the application guide of three-level baseline security approach system for information systems stipulated by the Regulation of the Government of the Republic of 20 December 2007 No. 252 titled “System of security measures for information systems” in accordance with the security level of infrastructure, IT systems, network and application components and information assets used for the preservation of digital archival records.

§ 29. Requirements for use of archival records

- (1) The use of the repository and archival records and the security of records shall be specified by legislation regulating the internal operating procedures of public archives.
- (2) Preservation and access copies shall be created of records of particular value, frequent usage or poor physical condition. A preservation copy is created in a manner that ensures its longevity.
- (3) When copies are made, unique aspects of records arising from their format, weight, constituent components, arrangement method or other characteristics must be observed.
- (4) When archival records are transported, they shall be packaged in accordance with format, condition and type of medium and protected from damage and theft.

§ 30. Disaster planning

- (1) Public archives and the creator of archival records specified in § 1 (3) shall conduct a disaster plan to prevent damage to or destruction of archival records in their possession.
- (2) Based on the disaster plan, an action plan is developed to protect, rescue and restore archival records in probable situations of danger.
- (3) An action plan shall be enacted as a disaster plan or part of some other document addressing safety and rescue work arising from the law.

§ 31. Conservation of archival records

- (1) In case of damage to an archival record, its possessor shall decide over the need to conserve it based on the preservation obligation and usage need.
- (2) Archival records may be conserved only by persons with appropriate professional qualification.

(3) Conservation of archival records shall be documented. Conservation documentation shall include at least the name of the conservator, date, description of record condition before and after processing and description of processing.

(4) Conservation documentation shall be retained by the possessor of the record.

Chapter 10

Organising access to archival records

§ 32. Principles for organising access

(1) Public archives shall grant access to records:

- 1) in the public archives or its online environment;
- 2) by intermediating information as a response to enquiries by persons or agencies.

(2) Information regarding the existence and conditions of use of records with access restrictions shall be public.

§ 33. Ensuring use of archival records

(1) In order to use archival records, public archives must contain a reading room or appropriately fitted work room.

(2) Users must be registered to use archival records and their access copies. Public archives shall be entitled to require a personal identification document.

(3) If an access copy exists, public archives shall issue such copy. Public archives shall decide over the issuance of an original archival record if an access copy exists.

§ 34. Communication of information in response to inquiry

(1) Public archives shall communicate information regarding the existence of archival records and information contained therein.

(2) In response to a written inquiry, public archives shall communicate information contained in the archival record:

- 1) in order to certify rights and transactions in the form of archival notices;
- 2) for other purposes as a paid service.

(3) Public archives shall not resolve an enquiry if source data presented therein are insufficient or responding to it requires extensive research.

§ 35. Archival notice

(1) An inquiry shall be submitted in a format that can be reproduced in writing to apply for an archival notice.

(2) The mandatory components of an archival notice are:

- 1) summary of the inquiry;
- 2) short description of used archival records which shall indicate the name of the archives and document class and date;
- 3) information based on the archival records or a confirmation on the issuance of copies;
- 4) reference codes of the archival records.

(3) An archival notice and copies of archival records annexed to it shall be drafted in accordance with the legislation regulating the operating procedures of public archives.

(4) An archival notice shall be issued within one month of the receipt of the inquiry. If a notice cannot be issued within this timeframe, the inquirer shall be notified of an extension of such timeframe.

(5) An inquirer shall pay for the issuance of an archival notice pursuant to the State Fees Act.

§ 36. Use of records outside public archives

(1) Records may be issued for use outside public archives for a specified term for the performance of public duties provided by law or on the basis thereof, or with regard to public interest.

(2) For the use of records outside public archives, an inquirer shall submit a request to public archives, which must contain at least the following data:

- 1) name of inquirer and job title in case of an official;
- 2) reference codes, titles and dates of records;
- 3) repealed
- 4) purpose of use of records;
- 5) term of use of records.

(3) Archival records shall be issued for use under a decision by the public archives that shall contain, in addition to data specified in subsection (2), the usage and preservation requirements of records and access restrictions.

(4) A user of archival records outside public archives:

- 1) shall ensure the purposeful use of records in accordance with the inquiry;
- 2) shall ensure the preservation, arrangement and future usability of records;
- 3) shall prevent third parties from gaining possession of the records.

Chapter 11

Implementing provisions

§ 37. Implementation of § 8 of this regulation

Pursuant to § 8 of this regulation, a classification scheme shall be deemed approved under an opinion issued on a list of documents by public archives before the entry into force of this regulation.

§ 38. Implementation of § 15 of this regulation

The transfer term of 20 years shall apply to records on paper created up to the entry into force of this regulation as of the creation of such records or they shall be transferred upon agreement with public archives together with subsequently created records.

§ 39. Implementation of chapter 10 of this regulation

Public archives shall apply the requirements of §§ 32-36 of this regulation when granting access to all documents transferred to the public archives, except for organising access to electronic documents without archival value transferred from government agencies to the National Archives for preservation for a retention term of 10 years or more.

§ 40. Entry into force of the regulation

The regulation shall enter into force on 1 January 2012.

[Annex 1](#) Archival formats

[Annex 2](#) Requirements for environmental conditions of repositories
Repealed

Archival formats

1. Office software formats

Archival files must be created uncompressed or using lossless compression and unencrypted.

Type of archival record	Archival format	Requirements
Text files	TXT (<i>Plain Text Format</i>); ODT (<i>Open Document Format Text</i>); DOCX (<i>Office Open MS Word Document</i>); PDF ver /A-2a or /A-2u (<i>Portable Document Format</i>)	<ul style="list-style-type: none">● use UTF-8 (<i>Unicode</i>, ISO 10646) encoding throughout;● embed fonts in the file;● embed pictures in the document without linking to external files (risk of loss of images linked from the web in ODT files);● non-text elements (embedded images, audio, video) must be in archival format;● annexes to documents as separate files, not inside the documents (attached or linked);● avoid attributes difficult to render (for example: transparent background of a figure, gradient, etc.).● document must not be encrypted;● avoid macros in files because they cannot be archived
Spreadsheets	ODS (<i>Open Document Format Spreadsheet</i>); XLSX (<i>Office Open MS Excel Spreadsheet</i>); CSV (<i>Comma Separated Format</i>)	Subject to same requirements as text files. Additional requirements: <ul style="list-style-type: none">● surround text fields with quotation marks;● all rows with equal number of fields;● column names in first row;● CSV file header added to the beginning of files using ORACLE SQL Loader is not recommended

Presentations	<p>ODP (<i>Open Document Format Presentation</i>);</p> <p>PPTX (<i>Office Open Presentation</i>);</p> <p>PDF ver /A-2a or /A-2u (<i>Portable Document Format</i>)</p>	<p>Subject to same requirements as text files.</p> <p>It is important to note:</p> <ul style="list-style-type: none"> • Animations and multi-layered elements are lost in conversion to PDF/A
Emails	<p>EML (single email);</p> <p>MSG (if EML is technically unfeasible);</p> <p>MBOX (emails by folders)</p>	<p>Subject to same requirements as text files.</p> <p>Additional requirements:</p> <ul style="list-style-type: none"> • email attachments are subject to the requirements applicable to such type of archival record (see separate chapters on text, images, spreadsheets)
Markup language files	<p>HTML+CSS (<i>Hypertext Markup Language + Cascaded Style Sheets</i>);</p> <p>XML+XSD+XSL (<i>Extensible Markup Language ver 1.0 + XML Schema Definition + Extensible Stylesheet Language ver 1.1</i>);</p> <p>JSON (<i>JavaScript Object Notation</i>)</p>	<ul style="list-style-type: none"> • The file must be compliant with rules (<i>well-formed</i>, such as XML in compliance with the schema (<i>XSD</i>) and style sheet (<i>XSL</i>), which are valid by W3C specifications); • files associated with the document are subject to the requirements applicable to such type of archival record (see separate chapters on text, images, spreadsheets); • JavaScript or other code is prohibited in files
Raster graphics, photographs	<p>TIFF (<i>Tagged Image File Format ver 6, uncompressed</i>);</p> <p>PNG (<i>Portable Network Graphics ver 1.2</i>);</p> <p>JP2 (<i>JPEG2000 Part 1, lossless compression</i>);</p> <p>DNG (<i>Adobe Digital Negative ver 1.4.0.0</i>)</p>	

Vector graphics, CAD ¹	<p>SVG (<i>Scalable vector graphics ver 1.1</i>);</p> <p>DXF (<i>AutoCAD Drawing Interchange Format</i>);</p> <p>DGN (<i>MicroStation Design</i>);</p> <p>IFC (<i>Industry Foundation Classes</i>)</p>	SVG files with <i>Java binding</i> and <i>JavaScript</i> code are prohibited
Audio recordings	<p>WAV (<i>Wave Waveform Audio</i>, codec: <i>Linear Pulse Code Modulated Audio (LPCM)</i>);</p> <p>BWF (<i>Broadcast Wave ver 0, 1 & 2</i>; codec: <i>Linear Pulse Code Modulated Audio (LPCM)</i>);</p> <p>FLAC (<i>Free Lossless Audio Codec ver 1.21</i>);</p> <p>AIFF (<i>Audio Interchange File Format</i>)</p>	<ul style="list-style-type: none"> ● minimum resolution 16 bit; ● minimum sample rate 48 kHz
Digital video recordings ²	<p>AVI (<i>Audio Video Interleaved Format</i>) codec: uncompressed 4:2:2;</p> <p>MOV (<i>QuickTime File Format</i>) codec:</p> <ul style="list-style-type: none"> ○ uncompressed 4:2:2, ○ ProRes with at least the 422HQ profile or ○ DNxHD with at least 8bit 4:2:2 profile; <p>MP4 (MPEG-4) codec: H.264;</p> <p>MXF (<i>Material Exchange Format</i>) codec:</p> <ul style="list-style-type: none"> ○ MPEG-2, ○ JPEG2000 (lossless compression) or ○ DNxHD with at least 8bit 	<ul style="list-style-type: none"> ● Profile 422P@ML (<i>main profile at main level</i>); ● video bitrate 50Mbit/sec (CBR, <i>constant bitrate</i>); ● frame rate 25 fps

¹ Computer Aided Design

² These refer to videos recorded for evidential value where playback on a big screen or artistic value is not an important attribute (unlike narrative films, documentaries and animated films produced for the cinema).

	4:2:2 profile	
Digitally signed file container	ASICE	<ul style="list-style-type: none"> Archival record type requirements applicable to the files embedded in the container (see types of archival records such as text, images, spreadsheets)

2. Digital cinema

Archival files must be unencrypted.

Type of archival record	Archival format	Requirements
Film image master (sequence of frames)	TIFF (<i>Tagged Image File Format</i>) sequence, uncompressed; DPX (<i>Digital Picture Exchange</i>) sequence, uncompressed; JPEG2000, lossless compression	<ul style="list-style-type: none"> linear bit depth of frames 16, 12 or 10 bits; pixel aspect ratio 1:1 (square pixels); resolution according to the DCI (Digital Cinema Initiatives) standard; first frame must be the first "active" frame, no film leaders. <p>Colour space standard (four options):</p> <ul style="list-style-type: none"> rec.709 inRGB <i>full-range</i>, optimized for display gamma of 2.4; 1931 CIE inXYZ, optimized for a display gamma of 2.6; DCI P3 inRGB, optimized for a display gamma of 2.6; sRGB, optimized for a display gamma of 2.2
Film soundtrack master	WAV (<i>Waveform Audio File Format</i>); BWF (<i>Broadcast Wave Format</i>)	<ul style="list-style-type: none"> LPCM (<i>Linear Pulse Code Modulation</i>); resolution 24 bit; sample rate 48 kHz or 96 kHz; separate mono audio in each audio channel; soundtrack must be synchronised to the images

Film subtitles	<p>SRT (<i>SubRip Subtitle Text Format</i>);</p> <p>SUB (<i>Subtitle Text Format</i>);</p> <p>XML (<i>Extensible Markup Language</i>)</p>	<p>Subtitles files must be synchronised with the image and audio</p> <p>Subtitles standard (alternatives):</p> <ul style="list-style-type: none"> ● CineCanvas rev C; ● SMPTE 428-7
Delivery file formats	<p>DCP (<i>Digital Cinema Package</i>, for cinema projectors);</p> <p>IMF (<i>Interoperable Master Format</i>, for VOD [<i>video-on-demand</i>] platforms), codec h.264</p>	<ul style="list-style-type: none"> ● DCP created according to <i>DCI</i> version 1.2. standard ● unencrypted <p>Subtitles standard:</p> <ul style="list-style-type: none"> ● CineCanvas rev C or ● SMPTE 428-7
Access copy	<p>AVI (<i>Audio Video Interleaved Format</i>) codec: uncompressed 4:2:2;</p> <p>MOV (<i>QuickTime File Format</i>) codec: ProRes;</p> <p>MP4 (MPEG-4) codec: h.264;</p> <p>MXF (<i>Material Exchange Format</i>) codec: MPEG-2 or J2K lossless compression</p>	<ul style="list-style-type: none"> ● Profile 422P@ML (<i>main profile at main level</i>); ● video bitrate 50 Mbit/sec (CBR, <i>constant bitrate</i>); ● frame rate 25fps

3. Databases³

The archival format for databases must be determined by working with the National Archives.

Type of archival record	Archival format	Recommendations
SQL-based relational databases	SIARD ver 2.1 or newer; CSV	Same additional recommendations as for spreadsheets
NoSQL databases, open data	RDF/XML + XSD	
GIS vector data	CSV; <i>ver</i> SIARD ver 2.1 or newer; SHP (<i>ESRI Shapefile</i>); GML (<i>Geographic Markup Language, from ver 3.0</i>); OGC GeoPackage; GeoJSON	Same formats apply as to relational databases (if the point or line geographic coordinates are WKT ⁴ [<i>Well KnownText</i>] attribute)
GIS raster data	GeoTIFF (TIFF+EWF.XML); GeoPNG; GeoJPEG2000; OGC GeoPackage	Associated raster files TIFF, PNG and JP2 are subject to the same archival format specifications that are listed above (raster images)

³ In case of databases archival formats are recommended for the phase of transfer to the public archives rather than the creation phase. In addition to the data files transferred the documentation that describes the database is important too.

⁴ WKT (*Well Known Text*), representing vector geometry objects in the form of standardised text, such as point latitude-longitude coordinate pair in WGS84 reference system.