

“Approved”
Resolution # 16/3
Central Bank of
the Republic of Azerbaijan
30 July 2013

Governor

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Regulations on archivation in the banking system of the Republic of Azerbaijan

1. General provisions

1.1. These Regulations have been developed in line with the Laws of the Republic of Azerbaijan on the Central Bank of the Republic of Azerbaijan, on Banks, on the National Archive Fund, other normative acts of the Republic of Azerbaijan of legal nature and determine rules for maintenance of archivation in the banking system, as well as the period for storage of documents in the archive.

1.2. These Regulations establish the minimum storage term of the documents, emerged from activities of the Central Bank of the Republic of Azerbaijan (hereinafter – the Central Bank), as well as banks, non-bank credit institutions and local branches of foreign banks operating in the Republic of Azerbaijan (hereinafter – banks) (Annex 1). Every bank may store its documents for a longer period at its discretion given their scientific – practical significance.

1.3. If not otherwise specified for the purposes of these Regulations, the definition ‘bank’ also implies the Central Bank. The period of storage of the category of documents, revealed upon enactment of these Regulations or newly created, is established by the bank itself in line with the scientific – practical significance of the document until changes to the Regulations.

1.4. Storage of confidential documents is regulated by ‘Regulations on maintenance of clerical work on the work with confidential documents in public authorities, offices,

institutions and entities' approved at Decree # 179 of President of the Republic of Azerbaijan dated 19 January 2005.

1.5. These Regulations may be used in effective organization, and classification of documents in clerical work, their selection for permanent and temporary storage, formulation of work and compiling of working nomenclature.

2. Requirements on protection of documents

2.1. Archive documents, arisen from bank activities, are protected directly by banks themselves. Archive documents of banks, whose majority stakes are not owned by the government, constitute the non-government part of the National Archive Fund and are deemed their property.

2.2. Banks may deliver their documents to the public property to protect in the state archive. These relations are regulated by an agreement between the State Archive of the Republic of Azerbaijan (hereinafter – State Archive Service Institution (SASI)) and the bank.

2.3. Banks should allocate favorable premises or rooms to store their archive documents, secure documents and appoint designated persons.

2.4. Premises or rooms dedicated for storage of archive documents in banks should be equipped with specific facilities for the protection of documents (chests, shelves, safes, boxes, folders or other facilities of the kind).

2.5. Premises or rooms for storage of documents should be equipped with a fire alarm system. Technical facilities, which maintain an optimum temperature (humidity) and a sanitary – hygienic regime are utilized in the spaces, where documents are stored.

3. Storage of electronic documents

3.1. The following conditions should be met when storing electronic documents in line with the 'Regulations on exchange of electronic documents' approved at Order # 27 of the Cabinet of Ministers of the Republic of Azerbaijan dated 28 January 2006:

3.1.1. e-document should maintain the shape, it was created in, transmitted to or received by;

3.1.2. e-document should allow to determine who it was sent by, received by, the timing, when it was sent or received;

3.1.3. information, in an e-document, may be usable for next reference;

3.1.4. other conditions, set in the legislation and at the agreement of parties should be followed.

3.2. The period of storage of e-documents may not fall below the period, specified for hard copies of the same category. Depending on technical qualities of e-carriers, the data in that carrier should be copied to a new e-carrier in specified periods.

3.3. When storing e-documents, relevant registration journals, programs, allowing maintain e-signature verification data (their certificates) and verify e-signatures should be stored.

3.4. To investigate conflict situations when storing e-documents, e-documents and relevant e-signature verification data should be synchronized.

3.5. Electronic archives should be protected from unauthorized access, accidental destruction or distortion.

4. How to hand over files to and use the archive

4.1. Implemented permanent and temporarily stored documents and staff documents are handed over to the archive on the list compiled.

4.2. Documents, upon verification of whether they were compiled properly, and systematization, are numbered as a storage unit and included in the list of storage units to be stored permanently and for a long term. A list of storage units to be stored permanently and for a long term are developed separately.

4.3. Files, comprised of implemented long-term (over 10 years) and permanently stored documents, are handed over to the archive of the CBA and banks (hereinafter – office archives) upon two-year storage in relevant structural units and expiry.

4.4. Relevant financing documents on purchase of goods, works, and services related to government guaranteed loans or projects, implemented at the expense of any other specific sources are handed over to the office archive upon full completion of the project.

4.5. The expiry date of the files, handed over to the archive are written on their faces in line with these Regulations. Except for the files, which are carried to the following year, all documents of the year are filed in a folder. Pages of the file are numbered on the right corner from top to down. The number of pages in a folder should not exceed 250. Documents are filed in a single copy. Documents, implied for a service use and/or folders they are filed in are marked as 'For service use'. Documents, reflecting personal data and/or folders they are filed in are marked as 'For service use; Personal data'.

4.6. Interim layers, metal bands, clinches should be removed from the folder and documents should be filed in a consecutive order.

4.7. Documents, stored in office archives, may be taken for a temporary use only based upon a request (Annex 6) signed by senior officials for not more than 5 business days. The request incorporates a list of documents. Documents, delivered on the basis of a request, are signed by a person, handing over the documents, with relevant notes by an archive employee in a dedicated archive registry and their recovery within the specified period is controlled on.

4.8. Documents, given to law-enforcement bodies from the archive, are formalized through a protocol on taking developed in line with the Criminal – Procedure Code of the Republic of Azerbaijan. Archive documents, required with respect to court cases, are presented to the court attached with a bank authorization letter. A copy of documents, given to law-enforcement bodies and the court, are stored in the office archive with a relevant note on it. Documents, given from the archive, are registered by an archive employee in a special registry.

4.9. Documents of re-organized banks are enlisted and handed over to the bank's legal heir.

4.10. The following is provided for when issuing, compiling and formalizing archive transcripts:

4.10.1. archive transcripts are issued to institutions on issues related to their activity profile based upon their inquiries, while to citizens – on issues related to provision of their rights and legal interests – based upon their applications;

4.10.2. archive transcripts are compiled on the basis of the documents, stored in the office archive and related to the issue, specified in the application (original or verified under the legislation). Use of non-verified copies of documents is mentioned in the body of the transcript (non-verified copy);

4.10.3. archive transcripts are compiled mentioning 'Archive transcript' on the blank of the bank, the archive belongs to (Annex 7). The transcript includes names and dates of documents, with the data in the documents in question expressed. At that, events are organized not in the chronological order of documents reflecting events, but in a chronological order of events. The transcript may include citation from documents in quotation marks. Names of institutions are first written in full in the body of the transcript, when reiterating they may be mentioned in an officially abbreviated form. Archive codes of documents (numbers of funds, working lists and working papers) which made the foundation for the archive transcript, are indicated at the end of the transcript;

4.10.4. archive transcript is signed by head of a structural unit, the bank or the office archive is incorporated to and head of the archive (designated person for an office archive). The transcript is confirmed by a bank stamp. The archive transcript's unstamped copy is kept with the file;

4.10.5. inquirer's application and copies of documents, which confirm data in the archive transcript, and their excerpts are attached with the transcript;

4.10.6. in the event there are no documents in the office archive to confirm the inquired information, a letter is compiled in a bank blank. The response includes the reasons for lack of documents, and recommendations on where to apply to for a transcript.

5. How to organize expertise of the value of documents

5.1. The expiry date of documents, not specified herein, and newly discovered documents is established as a result of expertise of their scientific-practicable value.

5.2. The value of documents is examined to segregate them in terms of expiry dates and storage.

5.3. The value of documents is examined directly in banks' clerical offices and office archives.

5.4. Permanent expert commissions (EC) are launched to expertise documents, and hand over documents of scientific-practical importance to the SASI for permanent storage and sort expired documents for destruction and formalize the process; permanent Central Expert Commission (CEC) is launched to expertise documents, manage and methodologically assist the process of expertise in affiliated institutions in the Central Bank and in banks with 5 and over separate divisions (branches, departments).

5.5. The CEC (EC) includes a head of the office archive and bank's qualified and experienced employees, as well as a representative of a relevant state archive (in state owned banks). The Chair of the Commission is appointed from among bank managers.

5.6. In case of problems with respect to expertise of documents, specialists of the SASI, allowed to deal with data carriers in the order specified in the legislation may be involved to the process at the permission of the bank management.

5.7. Authorities of the expert commission in liquidated banks are enjoyed by the liquidation commission or a liquidator.

5.8. The CEC (EC):

5.8.1. reviews lists of files, as well as staff files to be delivered to the state archive (Annex 5) annually and takes a decision on submission of the said lists to the Expert Review Commission (ERC) of the SASI; the decision of the EC is approved by the bank manager;

5.8.2. reviews the destruction act on destruction of documents, separated for destruction, including documents of bank's particular divisions and takes a decision on destruction of documents;

5.8.3. reviews suggestion on increase of expiry dates of particular destruction of documents, as well as expiry dates of newly discovered documents, specified herein, establishes their scientific-practical significance and takes relevant decisions;

5.8.4. participates in development and review of bank's draft internal regulations, other methodological supplies on archive and clerical work;

5.8.5. ensures that documents of liquidated divisions in the bank's organizational structure are listed from scientific-practical standpoint and handed over to the office archive.

6. Handover of documents to state archive for permanent storage

6.1. Documents of the Central Bank and other state-owned banks, to be stored permanently according to these Regulations, are handed over to the SASI on a list upon temporary storage within the timeframe specified by the Law of the Republic of

Azerbaijan on the National Archive Fund. Banks – owners of the non-state archive fund may deliver documents to be stored permanently to the protection of the state archive based upon an agreement with the SASI upon expertise of the value of those documents.

6.2. The state archive accepts documents to the state archive on a list approved by the ERC of the SASI. Acceptance of documents by the state archive is documented with an Acceptance Act, developed in two copies (Annex 3).

6.3. Documents for permanent storage are sorted on a page-by-page basis. Documents may not be sorted based on headings of files, without being looked at.

6.4. Documents of Central Bank's regional offices, banks' branches, departments and representative offices are handed over to the state archive in the composure of the Central Bank's and banks' archive fund respectively.

6.5. The CEC (EC) decision on delivery of documents to the state archive is approved by the bank management.

6.6. Office archives develop a list of files to be handed over to the state archive for a permanent storage in 2 copies (3 copies for scientific-practical documents), the list is discussed in a CEC meeting, signed by its members and sent to the ERC of the SASI, which will accept them, for approval. Upon approval, a list of the documents is kept with the state archive as a control document, the other copies be returned to the office archive. Documents are accepted for state protection on those lists. The list of staff documents to be stored for a long-term, are coordinated by the ERC of the SASI and approved by the head of the office.

6.7. Documents of a liquidated bank, which are not expired or are to be stored permanently, are handed over to the SASI for protection according to 'Regulations on Including to, Withdrawal from or destruction of Archives, Archive Funds and Document Collections to the National Archive Fund', approved at Order # 32 of the Cabinet of Ministers of the Republic of Azerbaijan dated 6 March 2000.

7. Destruction of documents

7.1. Expired documents are sorted for destruction, a relevant act (Annex 2) developed, signed by the head and members of bank's CEC (EC), approved by the bank manager, and submitted to the SASI for permission to have documents destructed. Archive documents may not be destructed without permission from the SASI.

7.2. Documents are sorted for destruction on a page-by-page basis. Documents may not be sorted based on headings of files, without being looked at.

7.3. Upon approval of the act by the SASI, documents or files specified in the act are destructed. Documents are either delivered to recycling entities or destructed by the bank itself. Delivery of documents to recycling entities is formalized through an acceptance act, in case of destruction – through a destruction act.

7.4. Confidential clerical and banking secrecy documents are destroyed via the means that make their recovery impossible (burning, shredding, dissolution or other similar means).

7.5. Non-expired documents may not be destroyed.

7.6. Documents, to be stored permanently under these Regulations, however, lost their scientific-practical significance, may be destroyed at the decision of the bank's CEC (EC) and at the permission of the SASI.

7.7. When documents are damaged (fire, natural disaster or other reasons) and their restoration is impracticable, they may be sorted for destruction. Documents of the kind are formalized through a relevant act (Annex 4), and sent to the ERC of the SASI for review and approval. Files and documents therein are destroyed upon approval of those acts by the ERC.

8. How to structure and apply the list

8.1. Annex 1 herein (List) sets expiry dates for documents. The list does not contain specific file titles; they solely include documents and types of documents.

8.2. The list consists of sections, relevant to core issues of Central Bank's and banks' activities.

8.3. In line with the banking system structure, expiry dates of documents in this List is disaggregated into the following four columns (Columns 3, 4, 5, 6):

8.3.1. Column 3 – The Central Bank's executive body;

8.3.2. Column 4 – The Central Bank's regional offices;

8.3.3. Column 5 – banks, NBCIs, local branches of foreign banks;

8.3.4. Column 6 – branches, departments and representative offices of banks, NBCIs, local branches of foreign banks.

8.4. The 'ERC' note on certain categories of documents, whose expiry date is temporary, implies that a portion of such documents might have a scientific-practical significance and be handed to the state archive in a specified order. The documents, with the 'ERC' note, are accepted, or destroyed at the decision of the ERC of the state archive.

8.5. The 'on demand (o/d)' note shall imply that documents are of limited practical significance. Banks establish their expiry dates themselves.

8.6. Except for the cases specified in Item 8.7 herein, documents expiry date starts from 1 January of the year, following expiry of their clerical term. For instance, the expiry date of files, whose clerical period ended in 2000, is calculated from 1 January 2001.

8.7. The expiry date of customer's identification documents are calculated from the date legal relations with the customer are terminated, while the expiry date of documents related to operations with funds or other property by the customer, upon completion of the operation.

8.8. Expiry dates of accounting books, registers and other set of documents, stored as archive documents, are calculated upon the last registry date made in the book and register.

Annex 1
to Regulations on maintenance of
archivation in the banking system of the
Republic of Azerbaijan

LIST
on expiry dates of documents resulting from the banking system activity
in the Republic of Azerbaijan

Item #	Description	Expiry date				Note
		at the CBA	in regional offices of the CBA	in banks, NBCIs, local branches of foreign banks	in branches, departments and representative offices of banks, NBCIs	
1	2	3	4	5	6	7

I. GENERAL ISSUES

1. Management

- | | | | | |
|--|-----------|-----|-----------|-----|
| 1. Reports of the CBA to President of the Republic of Azerbaijan (RA) | Permanent | ⊙ | ⊙ | ⊙ |
| 2. Laws of the RA, orders and decrees of President of the RA, decisions of the Milli Majlis of the RA: | | | | |
| 2.1. banking activity related; | Permanent | o/d | Permanent | o/d |
| 2.2. sent for information. | | o/d | o/d | |

3. Decisions and orders of the Cabinet of Ministers (COM) of the RA:
 - 3.1. banking activity related; Permanent d/d Permanent o/d
 - 3.2. sent for information. o/d

4. Assignments of the COM of the RA:
 - 4.1. on key issues of banks' activities; Permanent o/d Permanent o/d
 - 4.2. sent for information and coordination. 3 years 3 years

5. initiative proposals to public authorities, materials for presentations and projects, and projects, that were commented upon, based upon applications of public authorities and opinions and proposals on other related issues Permanent 5 years Permanent 5 years

6. statements on banking activity issues for meetings of the COM and events, organized by central executive authorities Permanent 5 years Permanent 5 years

7. assignments of public authorities; documents on implementation of assignments (reviews, lectures, reports, Permanent 5 years Permanent 5 years

statements)

- | | | | | | |
|-----|--|-----------|-----------|-----------|-----------|
| 8. | Orders and decrees of bank CEOs (except for documents specified in Item 178) | Permanent | Permanent | Permanent | Permanent |
| 9. | meeting minutes of managerial bodies | Permanent | o/d | Permanent | o/d |
| 10. | materials on issues discussed at meetings of managerial bodies | Permanent | ⊙ | Permanent | ⊙ |
| 11. | normative acts of the CBA | Permanent | | _____ | |
| 12. | internal reglament | Permanent | o/d | Permanent | o/d |
| 13. | Guidelines, regulations and instructions of public authorities and municipalities of the RA for information and management | | o/d | | |
| 14. | draft Regulations, guidelines, statutes, and methodical instructions, documents on their development (opinions, proposals, statements, notifications) | 3 years | 3 years | 3 years | 3 years |
| 15. | documents on review of implementation of laws of the RA, decrees and orders of President of the RA on the banking activity (lectures, statements, summaries, acts) | Permanent | O/d | Permanent | O/d |

2. Organizational issues

16.	minutes and shorthand reports of meetings and other gatherings of banking staff, materials related to minutes	Permanent	⊙	Permanent	⊙	
17.	documents on issue and revocation of licenses (permits)	Permanent	Permanent	Permanent	Permanent	
18.	documents on reorganization, liquidation, renaming, relocation of and changes to the ownership (privatization) of the institution	Permanent	o/d	Permanent	o/d	
19.	documents on owners of bank's qualifying holding, subsidiaries and legal entities it participates in	Permanent	⊙	10 years	⊙	upon termination of these relations
20.	Registry of bank licenses and permits	Permanent	⊙	⊙	⊙	
21.	documents on summoning meetings of banks' managerial bodies	⊙	⊙	10 years	⊙	
22.	documents on holding of congresses, symposia, conferences, (agendas, correspondences, notices):					
22.1.	where they were developed;	Permanent	Permanent	Permanent	Permanent	
22.2.	in other organizations	o/d	o/d	o/d	o/d	
23.	documents presented to public authorities on the	Permanent	⊙	Permanent	⊙	

banking activity (reports, notifications, statements, reviews)

24.	documents on planning the banking activity (strategic plans, strategic views, mission statements) and reports on their implementation:					upon completion of the planning period
24.1.	annual;	Permanent	5 years	5 years	⊙	
24.2.	quarterly.	3 years	3 years	3 years	3 years	
25.	Statutes, job descriptions of organizational structural units	Permanent	3 years*	Permanent	3 years*	*upon liquidation
26.	attestation documents of bank administrators at the CBA	Permanent	Permanent	⊙	⊙	
27.	acceptance acts and related materials of works and valuables of CEOs and financially responsible persons (FRPs):	Permanent	10 years	Permanent	10 years	
		5 years	5 years	5 years	5 years	
	27.1. CEOs;					
	27.2. FRPs.					
28.	employer's contracts, agreements with a trade union committee (collective agreement, Tariff agreement)	5 years	⊙	5 years	⊙	upon expiry
29.	minutes and related documents of meetings of a trade union committee	Permanent	5 years	Permanent	5 years	
30.	accounting documents of a trade union committee	5 years	5 years	5 years	5 years	

31.	documents on correspondence of a trade union committee with other organizations	3 years	3 years	3 years	3 years
32.	correspondence with banks on organizational issues	3 years	3 years	3 years	3 years
33.	correspondence among structural units	3 years	3 years	3 years	3 years
34.	documents and correspondence on signalization and security issues	5 years	5 years	5 years	5 years

3. Supervision and audit

35.	Review and audit related documents (examination report, audit opinion, statements, explanations, audit related contracts, and other related materials):				
	35.1. by the CBA;	10 years	10 years	10 years	10 years
	35.2. by internal audit of the CBA;	5 years	5 years	⊙	-
	35.3. by bank's internal audit (revision committees)	-	-	5 years	⊙⊙ years
	35.4. by external audit:				
	35.4.1. in the CBA;	Permanent	10 years	⊙	⊙
	35.4.2. in banks;	10 years	⊙	10 years	10 years
	35.5. by other public authorities.	10 years	10 years	10 years	10 years
36.	documents on supervision and audit related instructions	Within the period, supervision and audit documents are stored			
37.	documents on works done regarding review findings (notifications, statements,	5 years	5 years	5 years	5 years

	correspondence)					
38.	materials on enforcement measures and sanctions against banks and bank administrators	10 years	10 years	10 years	10 years	
39.	materials, statements and other documents on criminal act	1 year	1 year	1 year	1 year	upon final decision and/or full payment of damage to the bank
40.	Correspondence with public authorities:					
	40.1. with President of the RA and his administration, the Milli Majlis (MM) and its Office, the COM;	10 years	10 years	10 years	10 years	
	40.2. with other public authorities.	5 years	5 years	5 years	5 years	
41.	Correspondence on proposals, applications and complaints of citizens and customers:					
	41.1. on substantial changes to the work, or elimination of serious shortfalls and abuses;	Permanent	10 years	Permanent	10 years	
	41.2. on personal and supplementary issues.	5 years	5 years	5 years	5 years	
42.	Documents on the status of review of citizens and customers proposals, applications and complaints (analytic statements, notifications, analyses)	5 years	5 years	5 years	5 years	

43. Correspondence on review of citizens and customers applications and complaints	5 years	5 years	5 years	5 years
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4. International cooperation

4. documents on cooperation with foreign and international organizations related to different activity fields	Permanent	⊙	o/d	⊙
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5. materials on meetings with foreign delegations (reports, minutes)	Permanent	⊙	10 years	⊙
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46. special correspondence with int'l financial institutions (IFIs) (letters of intent, missions' aide memoire)	Permanent	⊙	o/d	⊙
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routine correspondence with IFIs and foreign CBAs	15 years	⊙	⊙	⊙
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II. CREDIT ISSUES AND ECONOMIC RESEARCHES

Main directions of the monetary policy per year	Permanent	⊙	⊙	⊙
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correspondence with public authorities and other organizations on credit issues	5 years	⊙	5 years	⊙
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documents on monetary reforms	Permanent	⊙	o/d	⊙
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monetary program of the CBA:		⊙	⊙	⊙
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51.1. daily;	1 year	⊙	⊙	⊙
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51.2. monthly;	2 years	⊙	⊙	⊙
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51.3. quarterly;	5 years	⊙	⊙	⊙	
51.4. annual.	10 years				
Main credit indicators of the CBA	3 years	⊙	⊙	⊙	
Documents on issue of loans to public authorities	Permanent	⊙	5 years	⊙	upon loan repayment
Documents on formalization of loans obtained from foreign banks, governments and other foreign, and int'l structures	Permanent	⊙	5 years	⊙	upon loan repayment
Documents on credit files: loan and collateral agreements, guarantees, data on borrowers creditability and financial standing, documents on appraisal of securitization, findings of monitoring of loan use, bank documents on loan repayment and other documents related to credit files	5 years	5 years	5 years	5 years	upon loan repayment or writing-off from the balance sheet
Notifications on cash receipt tables and loans	5 years	5 years	5 years	5 years	
Centralized Credit Registry (CCR) data	7 years	✎	✎	✎	
Correspondence on the CCR	5 years	⊙	✎	✎	
Total schedules of loans on all funding types	5 years	⊙	5 years	⊙	
Economic studies and research materials on particular banking fields	Permanent	⊙	⊙	⊙	

III. TRANSACTIONS WITH SECURITIES

Documents on issue and	5 years	⊙	5 years	⊙	upon payment or
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state registration of securities (offering memorandum, report on results of issue and other documents)						liquidation of securities
license and related documents on participation in the securities market	⊙	⊙	Permanent		⊙	
Securities registry	⊙	⊙	10 years		⊙	upon payment or liquidation of securities
documents on securities sale – purchase transactions:	Permanent	⊙	5 years	5 years		upon payment or liquidation of securities
64.1. state treasury bills;	5 years	⊙	5 years	5 years		upon payment or liquidation of securities
64.2. securities of other issuers.						
documents on calculation of dividends (estimations, statements, opinions)	⊙	⊙	5 years		⊙	upon payment of dividends
documents, formalizing purchase of shares from bank's own shareholders	⊙	⊙	5 years		⊙	upon alienation or liquidation of the share

IV. WORK WITH CASH AND TRANSPORTATION OF VALUABLES

1. Organization of issue – cash processes

Documents and correspondence on issue of monetary units (decisions, contracts, documents on receipt from the money printing company, acts and other documents developed on delivery of money)	Permanent	⊙	⊙	⊙		
documents on creation of reserve funds	Permanent	Permanent	⊙	⊙		

reports on balances of reserve funds with the CBA and its structures	5 years	3 years	⊙	⊙
individual accounts on accounting of reserve funds of CBA regional offices	5 years	5 years	⊙	⊙
accounting book on monthly reserve funds	5 years	3 years	⊙	⊙
expertise opinions and related documents on counterfeit banknotes and coins (correspondence, acts, applications, tables)	10 years	3 years	3 years	3 years
documents and correspondence on destruction of banknotes withdrawn from circulation:	Permanent	⊙	⊙	⊙
73.1. acts and review acts;	5 years	⊙	⊙	⊙
73.2. correspondence.				
data on daily circulation and balances	5 years	⊙	⊙	⊙
accounting books of the reserve fund:	Permanent	⊙	⊙	⊙
75.1. for monetary units in circulation;	Permanent	⊙	⊙	⊙
75.2. for monetary units received from money printing companies;	Permanent	⊙	⊙	⊙
75.3. for monetary units to be destroyed;	Permanent	⊙	⊙	⊙
75.4. for counterfeit money;	Permanent	⊙	⊙	⊙
75.5. for monetary unit samples;	10 years	⊙⊙	⊙⊙⊙⊙⊙⊙⊙⊙⊙	⊙
75.6. accounting books of	Permanent	—	⊙⊙⊙⊙⊙⊙⊙⊙⊙⊙⊙	⊙⊙⊙

reserve funds with CBA structures.

accounting books of valuables in the vault

Permanent

Permanent

⊙

⊙

accounting book of Treasury

Permanent

Permanent

⊙

⊙

Daily documents on issue and cash operations

(orders, lists, balance- and off-balance sheet receipt

and expense orders,

(statement on the amount of cash received and paid

out by paying room

cashier to be accounted

for)

5 years

5 years

5 years

5 years

Treasury books:

79.1. for circulation cash

accounting of valuables in treasury;

15 years

15 years

15 years

15 years

79.2. for withdrawal of

valuables from treasury and reserve fund;

5 years

5 years

5 years

5 years

79.3. for accounting of

received and paid cash and other valuables;

5 years

5 years

5 years

5 years

79.4. for reserve fund

accounting;

Permanent

Permanent

⊙⊙⊙⊙⊙⊙⊙⊙⊙⊙⊙⊙

⊙⊙⊙⊙⊙⊙⊙⊙⊙⊙⊙⊙

79.5. for accounting of

foreign currency;

Permanent

Permanent

⊙

⊙

79.6. registry on opening,

closing and sealing of vaults;

5 years

5 years

5 years

5 years

79.7. accounting book of

cash and other valuables in the vault.

Permanent

Permanent

5 years

5 years

registry of stamps, locks,

cliches and seals

5 years

3 years

3 years

3 years

accounting of cash and other

3 years

3 years

3 years

3 years

upon

valuables and acts and correspondence on revealed discrepancies					elimination of discrepancy or payment for loss
correspondence with customers on cash service	3 years	3 years	3 years	3 years	
Sudden review acts of cash (treasury)	5 years	5 years	5 years	5 years	
accounting book on commemorative coins	Permanent	Permanent	⊙	⊙	
accounting book on documents and valuables in the vault	Permanent	Permanent	5 years	5 years	
accounting book on documents and valuables in transit	Permanent	Permanent	⊙	⊙	
accounting book on serious reporting blanks	Permanent	Permanent	10 years	10 years	
accounting book on other documents and valuables	Permanent	Permanent	⊙	⊙	
accounting book on other memorandum accounts	Permanent	Permanent	⊙	⊙	
Journal of opening, closing and sealing of warehouses	5 years	5 years	5 years	5 years	
accounting book on information of cash and valuables, recounting for control and withdrawal from and returning to the vault for review	3 years	3 years	3 years	3 years	
accounting book on cash and valuables received and handed over	5 years	5 years	5 years	5 years	
Control book	15 years	15 years	⊙	⊙	

accounting book on unauthorized persons entering the vault	5 years	5 years	3 years	3 years
--	---------	---------	---------	---------

report on balance of cash on banknotes in the reserve fund of the Treasury Department (monthly)	1 year	1 year	1 year	1 year
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2. Transportation of valuables

documents and correspondence on acceptance, handing, storage and registry of weapons	5 years	5 years	5 years	5 years
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Registry of giving and acceptance of weapons and munitions	3 years	3 years	3 years	3 years
--	---------	---------	---------	---------

agreements on transportation of valuables	3 years	3 years	3 years	3 years	upon termination of the agreement
---	---------	---------	---------	---------	-----------------------------------

correspondence on transportation of valuables	3 years	3 years	3 years	3 years
---	---------	---------	---------	---------

documents on execution of orders on transportation of valuables	3 years	3 years	3 years	3 years
---	---------	---------	---------	---------

powers of attorney issued for transportation of valuables	3 years	3 years	3 years	3 years
---	---------	---------	---------	---------

V. INTERNATIONAL SETTLEMENTS AND CURRENCY TRANSACTIONS

1. International settlements

documents and correspondence on correspondent relations with foreign banks and other operations	5 years	⊙	5 years	5 years	upon termination correspondent relations or completion of transactions
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documents and correspondence on documented letters of credit, travelling checks, and other payment facilities	5 years	5 years	5 years	5 years	
---	---------	---------	---------	---------	--

data on exchange rate of foreign currencies against manat	Permanent	3 years	3 years	3 years	
---	-----------	---------	---------	---------	--

Samples of signatures of banks officials sent to foreign correspondent banks	5 years	⊙	5 years	⊙	upon closure of accounts
--	---------	---	---------	---	--------------------------

2. Foreign currency operations

permits on conduction of foreign currency operations	5 years	⊙	⊙	⊙	upon liquidation or expiry
--	---------	---	---	---	----------------------------

documents confirming operations with residents and non-residents' foreign currency accounts	5 years	⊙	5 years	5 years	upon completion of transaction
---	---------	---	---------	---------	--------------------------------

monthly reports on currency operations with non-residents (f.1-TB)	3 years	3 years	3 years	3 years	
--	---------	---------	---------	---------	--

The Balance of Payments (BOP):

109.1. annual;	Permanent	⊙	⊙	⊙	
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109.2. quarterly (other BOP related documents).	10 years	⊙	⊙	⊙
documents on transactions in the bank's exchange office	5 years		5 years	upon transaction
foreign currency orders	5 years	5 years	5 years	5 years
statements on foreign currency settlements with foreign countries:				
112.1. annual;	Permanent	10 years	Permanent	10 years
112.2. quarterly;	3 years	3 years	3 years	3 years
112.3. monthly.	1 year	1 year	1 year	1 year

VI. ACCOUNTING AND REPORTING

1. Accounting

Personal accounts on capital reserves accounting	Permanent	10 years	Permanent	10 years
operational and accounting records on deposit accounts	5 years	5 years	5 years	5 years
personal accounts on national and foreign currency transactions, circulation-balance tables, cards, balance tables, books and journals on analytic accounting of balance- and off-balance sheet accounts	5 years	5 years	5 years	5 years
Books of handover of personal accounts, liabilities and other materials during changes to operational staff, signature samples of bank employees	10 years	5 years	5 years	5 years

Registry on analytic accounting of opened accounts	Permanent	Permanent	Permanent	Permanent	
Memorial and cash orders in national and foreign currencies (end-of-operational-day), and customers payment documents (payment orders, transfer applications, swift notifications, letters, stock exchange certificates, and other payment orders)	5 years	5 years	5 years	5 years	
Money transfer documents without opening an account (including via fast wire transfer)	5 years	5 years	5 years	5 years	
original documents, basic for accounting records, registering economic transactions and their annexes (cash, bank orders, bank notifications, and transfer requests, bank statements, job specifications, schedules, acceptance, handover, and writing-off from the balance of property and materials, bills and invoices on accounting of valuable commodities-materials, advance statements and others)	5 years	5 years	5 years	5 years	provided full completion of documented revision. Stored until final decision during conflicts, different opinions, and liens
execution documents	5 years	5 years	5 years	5 years	upon

directed at customers' accounts					implementation or recovery
bank statements on customers' accounts	5 years	5 years	5 years	5 years	
Registry cards on obtaining personal account statements, customers' powers of attorney to receive a statement	1 year	1 year	1 year	1 year	
powers of attorney to receive cash amount and valuable commodity-materials (including liquidated powers of attorney)	3 years	3 years	3 years	3 years	
accounting registries (general ledger, journal-orders, grouping documents, memorial supplementary and control books, cash book, journals and books to register accounts, cash orders, powers of attorney, payment orders and other documents)	5 years	5 years	5 years	5 years	provided full completion of documented revision. Stored until final decision during conflicts, different opinions, and liens
Data submitted to the Financial Monitoring Service under the CBA of the RA	5 years	5 years	5 years	5 years	
daily balances and accounting books	5 years	5 years	5 years	5 years	
Reconciliation papers and review tables on balance- and off-balance-sheet accounts as of the first day of a month	10 years	10 years	10 years	10 years	
daily review tables	1 year	1 year	1 year	1 year	

developed on a PC						
invoice payments (together with memorial orders)	5 years	5 years	5 years	5 years		
personal accounts on salaries	75 years	75 years	75 years	75 years		
payment tables and reports of salaries and allowances equivalent to salaries	5 years	5 years	5 years	5 years		In absence of personal accounts, stored for 75 years
correspondence on different deductions from salary, court decisions, execution papers, and tables	3 years	3 years	3 years	3 years		upon implementati or recovery
data on salary expenses, salary deductions, social security deductions, holiday payments, final pays, and documents addressing other similar works	5 years	5 years	5 years	5 years		upon relevant reviews
Documents related to holiday payments and tax exemptions submitted to account department	5 years	5 years	5 years	5 years		
correspondence with financial authorities on current budget operations;						
correspondence on the status and closure of current and settlement accounts	5 years	5 years	5 years	5 years		
correspondence on unpaid accounts, and rejection of banks to pay for accounts	5 years	5 years	5 years	5 years		

acts and other documents on handover of unexecuted payment orders on closed accounts to another bank	5 years	5 years	5 years	5 years
Legal documents on formalization of bank accounts and papers with customer liquidated signature (stamp) samples	5 years	5 years	5 years	5 years
orders issued on registration of customers and accounts in operational (payment) systems	5 years	5 years	5 years	5 years
registries, registration journals and other documents on transportation documents and mutual settlements	1 year	1 year	1 year	1 year
papers on payment of pensions and allowances and payment documents	5 years	5 years	5 years	5 years
correspondence on bank operations	3 years	3 years	3 years	3 years
tables of approval of correspondent account balances	5 years	5 years	5 years	5 years
reconciliation tables on correspondent accounts	1 year	1 year	1 year	1 year
cards of vault accounting of valuables	5 years	5 years	5 years	5 years
acts on acceptance, review and inventarization of inventories, acts on	10 years	10 years	10 years	10 years

upon closure
accounts

writing-off property from the balance sheet and related correspondence

Inventory cards and accounting books of fixed assets (FA)

10 years

10 years

10 years

10 years

upon liquidation (write-off) of FAs

Bank guarantees and warranties

5 years

⊙

5 years

5 years

upon payment or expiry

copies of seriously protected account blanks and related correspondence

3 years

3 years

3 years

3 years

documents on write-offs of loss loans

10 years

10 years

10 years

10 years

procurement agreements and other documents

10 years

10 years

5 years

5 years

upon implementation of agreement. In state-owned banks 10 years

sick-leaves and statements on loss of labor capacity

5 years

5 years

5 years

5 years

acts on monthly consumption of fuel and lubricants

5 years

5 years

5 years

5 years

2. Financial statements

banks' consolidated financial statements (in parallel balances on off-balance sheet accounts):

155.1. annual;

Permanent
10 years

Permanent
10 years

Permanent
10 years

Permanent
10 years

155.2. monthly;

5 years

5 years

5 years

5 years

155.3. daily.

acceptance, segregation, liquidation balances and related annexes, explanations

Permanent

10 years

Permanent

10 years

analytic tables on development of annual reports and balances	Permanent	5 years	Permanent	5 years
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Financial-economic and conjuncture reviews	Permanent	o/d	Permanent	o/d
--	-----------	-----	-----------	-----

budget and annexes	10 years	10 years	10 years	10 years
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budget implementation reports:

160.1. annual;	10 years	10 years	10 years	10 years
160.2. quarterly;	5 years	5 years	5 years	5 years
160.3. monthly.	5 years	5 years	5 years	5 years

financial plans and related documents (findings, calculations, statements):

161.1. annual;	Permanent		Permanent	Permanent	if not annual, quarterly and monthly permanently stored
161.2. quarterly and monthly.	3 years	Permanent 3 years	3 years	3 years	

aggregate reports on cash execution of the state budget, Nakhchivan AR:

162.1. annual;	Permanent	10 years	Permanent	10 years
162.2. monthly.	3 years	3 years	3 years	3 years

accounting related correspondence (on accounting-operation and general issues)	5 years	5 years	5 years	5 years
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3. Prudential and banking statistics reports

bank's prudential statements and related correspondence	10 years	10 years	10 years	10 years
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banking statistics reports and related	5 years	⊙	3 years	⊙
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correspondence

consolidated tables and data developed on the basis of prudential and statistic reports

15 years

⊙

⊙

⊙

report on bank's monthly cash turnover

3 years

3 years

3 years

3 years

correspondence on development and delivery of statistic reports with public statistic authorities,

3 years

3 years

3 years

3 years

VII. AUTOMATION OF BANKING ACTIVITIES

Electronic signature certificate

5 years

5 years

5 years

5 years

upon completion of last transaction verified by e-signature

IT certificates and licenses of used software

7 years

7 years

7 years

7 years

upon expiry of certificates and licenses

original codes of software

3 years

3 years

3 years

3 years

Until completion of exploitation

correspondence on automation of bank activities

3 years

3 years

3 years

3 years

acceptance and introduction of software

Until completion of exploitation

Until completion of exploitation

Until completion of exploitation

Until completion of exploitation

VIII. ADVERTISING – INFORMATION ACTIVITY

video-films, photo shooting and tapes of TV broadcast on the banking activity	Permanent			o/d		copy being occasionally restored in line with technical specifications
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ads broadcasted on banking services	10 years	10 years	10 years	10 years		
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IX. HUMAN RESOURCES
1. Accounting and preparation

Annual work on work with HR	10 years	10 years	10 years	10 years		
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approved payroll plans	Permanent	10 years*	Permanent	10 years*		*upon changes
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orders and decisions of bank managers:

178.1. on staff;	75 years EYK	75 years EYK	75 years EYK	75 years EYK	3 years	
178.2. on holidays, business trips, attendance and similar issues.	3 years	3 years	3 years			

employee individual cards (questionnaires, autobiographies, orders on recruitment, replacement and release from work, copies of personal documents, references, labor agreements, full financial responsibility agreements, attestation papers, evaluation lists, awards and other documents in individual cards)	75 years EYK	75 years EYK	75 years EYK	75 years EYK		
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employee individual cards	75 years EYK	75 years EYK	75 years EYK	75 years EYK		
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registries of service records and flow of their annexes	50 years	50 years	50 years	50 years
service records (not required)			o/d	
facts and correspondence on release of service records from the archive	10 years	10 years	10 years	10 years
documents related to employees attestation:	15 years EYK	15 years EYK	15 years EYK	15 years EYK
184.1. protocols of attestation committee;	1 year	1 year	1 year	1 year
184.2. attestation tables;			3 years	3 years
184.3. applications on non-agreement with attestation committee decisions, documents on their discussion (statements, opinions and other correspondence).	3 years	3 years		
employee demand form	3 years	3 years	3 years	3 years
collective agreements	Permanent	10 years	Permanent	10 years
motivation related documents	3 years	3 years	3 years	3 years
HR and salary related correspondence	5 years	5 years	5 years	5 years
education and business trip related documents and other materials	5 years	5 years	5 years	5 years
holiday schedules	1 year	1 year	1 year	1 year
applications, questionnaires and other documents of those not recruited	1 year	1 year	1 year	1 year

correspondence with educational institutions on field trips	3 years	3 years	3 years	3 years	
Minutes of meetings of HR management commissions and committees	10 years	⊙	10 years	⊙	
Statistic reports on the number, salary and flow of employees	10 years	10 years	10 years	10 years	
Documents related to job attestation	3 years	3 years	3 years	3 years	upon the next attestation

2. Military records of conscript personnel and military population

correspondence with relevant public authorities and subordinated structures on military records exemption from active duty of conscripts and military population	3 years	3 years	3 years	3 years	
Journals of review of status of military records of conscripts and military population, and records on the status exemption from active duty	3 years	3 years	3 years	3 years	
registration books of military records and military registration documents of conscripts and military population (initial military registration papers, military cards)	3 years	3 years	3 years	3 years	
registration books of persons with mobilization order	3 years	3 years	3 years	3 years	

registration books of military registration papers received from conscripts and military population	3 years	3 years	3 years	3 years
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X. FUNDING OF CAPITAL CONSTRUCTION, LOGISTICS AND CAPITAL INVESTMENT

1. Capital construction and logistics

confirmed plans, material balance of capital investment:					if not annual, quarterly and monthly permanently stored
201.1. annual;	Permanent 3 years	Permanent 3 years	Permanent 3 years	Permanent 3 years	
201.2. quarterly;	1 year	1 year	1 year	1 year	
201.3. monthly.					
correspondence on capital construction issues	Permanent	Permanent	Permanent	Permanent	
reports, protocols, acts, calculation tables and correspondence on reappraisal of fixed assets	Permanent	10 years	10 years	10 years	
acts, tables on identification of reappraisal and purchase of fixed assets	Permanent	10 years	Permanent	10 years	
documents on allocation and segregation of supplementary capital investment (results, statements, reports)	Permanent	10 years	Permanent	10 years	
correspondence on repairs	5 years	5 years	5 years	5 years	

confirmed designing estimates for construction and reconstruction of objects (drawings, estimates, protocols of technical documents confirmation, final documents)	Permanent	10 years	Permanent	10 years	upon construction
originals of cover sheets on capital construction and reconstruction, their substitutes and official excerpts	Permanent	Permanent	Permanent	Permanent	
documents of land allocated for buildings, premises including construction certificate	Permanent	Permanent	Permanent	Permanent	
correspondence on certification of buildings and premises	5 years	5 years	5 years	5 years	
documents on entry of buildings to and exit from the balance sheet	Permanent	Permanent	Permanent	Permanent	
acts of acceptance on completed objects to operation	Permanent	Permanent	Permanent	Permanent	
acts of acceptance of buildings upon capital repairs	10 years	10 years	10 years	10 years	
buildings rent contracts and agreements, entry of buildings to and exit from rent	5 years	5 years	5 years	5 years	upon completion of rent period
documents confirming buildings property rights	Permanent	⊙	Permanent	⊙	

Statistic reports on capital investment:

216.1. annual;	10 years	5 years	10 years	5 years
216.2. quarterly and monthly.	3 years	3 years	3 years	3 years

correspondence on logistics	10 years	10 years	10 years	10 years
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annual and quarterly orders and related correspondence on development of valuable blanks	5 years	⊙	5 years	⊙
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2. Funding of capital investments

acts, references on implementation of construction works, prompt accounting settlements between a customer and a contractor, computation of implemented works and opinions on acceptance acts	10 years	10 years	10 years	10 years
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copies of approved final estimate settlements, copies of expenses tables, estimates of investments	10 years	10 years	10 years	10 years	upon construction
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reports on construction and capital repairs	10 years	10 years	10 years	10 years	upon construction
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XI. LEGAL ISSUES

proceedings (documents and correspondence)	3 years	3 years	3 years	3 years	upon execution of court decision
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execution materials on	3 years	3 years	⊙	⊙	upon payment of fine
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cases of administrative offences					and penalties
correspondence with law-enforcement bodies	5 years	5 years	5 years	5 years	
opinions and references on legal issues	5 years	5 years	5 years	5 years	

XII. ADMNISTRATIVE AND MAINTENANCE ISSUES

correspondence on seasonal development of buildings and technical tools	5 years	5 years	5 years	5 years	
documents and correspondence on development and destruction of seal and stamp samples:	10 years 5 years	10 years 5 years	10 years 5 years	10 years 5 years	
227.1. seals;					
227.2. stamps.					
acceptance acts of received commodities and materials	3 years	3 years	3 years	3 years	
correspondence on allocation and distribution of housing space	5 years	5 years	5 years	5 years	upon allocation of housing space
travelling checks and journals for their accounting	5 years	5 years	5 years	5 years	
acts on the technical state of vehicles	3 years	3 years	3 years	3 years	

XIII. CIVIL DEFENCE

Civil defense (CD) plans	1 year	1 year	1 year	1 year	upon approval of new CD plan
correspondence with higher authorities, public institutions, the CD	3 years	3 years	3 years	3 years	

headquarters and
subordinated offices on
CD issues

Instructions of public institutions on CD and related correspondence with them	Permanent	Permanent	Permanent	Permanent
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correspondence on financing of CD events	3 years	3 years	3 years	3 years
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materials on a CD plan for a current year	1 year	1 year	1 year	1 year
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banks' CD data and
reports:

237.1. annual data on CD;	1 year	1 year	1 year	1 year
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237.2. report on operational readiness over the year.	3 years	3 years	3 years	3 years
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banks' report orders on radiative and chemical, medical and communicational facilities	3 years	3 years	3 years	3 years
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XIV. RECORDS MANAGEMENT (RM) AND ARCHIVE

procedural nomenclature	Permanent	Permanent	Permanent	Permanent
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registries and accounting books, registration and control charts	3 years	3 years	3 years	3 years
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copies of documents duplicated for information (orders, decrees, protocols and other documents)	1 year	1 year	1 year	1 year
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List of documents handed
over:

	Permanent	Permanent	Permanent	Permanent
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242.1. permanently stored (approved);					
242.2. temporarily stored.	3 years	3 years	3 years	3 years	upon destruction of documents
approved acts on separation of documents for destruction	10 years	10 years	10 years	10 years	
meeting minutes of Central Expert Commission (EC)	Permanent	Permanent	Permanent	⊙	
correspondence with archive bodies on archive and RM	3 years	3 years	3 years	3 years	
correspondence on handover to – acceptance of documents from the public archive	3 years	3 years	3 years	3 years	
Acceptance acts of works to the public archive	Permanent	Permanent	Permanent	Permanent	
List of archive funds	Permanent	⊙	Permanent	⊙	
List of documents, generated from the banking activity whose storage terms are indicated	Permanent	until replacement by a new one	Permanent	until replacement by a new one	
Proposals, opinions and correspondence on changes and additions to lists, indicating the expiry term of documents	3 years	3 years	3 years	3 years	
requests, appeals and relevant registries on release of documents from the archive	3 years	3 years	3 years	3 years	upon release of documents

protocols, acts on delivery of documents to public institutions for temporary use	3 years	3 years	3 years	3 years	upon return of documents to the archive
copies of documents, original of which was withdrawn by law-enforcement bodies on criminal and civil cases and courts	until return of document	until return of document	until return of document	until return of document	
applications, inquiries and correspondence on release of archive transcripts, copies, and excerpts of documents	3 years	3 years	3 years	3 years	

**Annex 2
to Regulations on maintenance of archivation
in the banking system of the Republic of
Azerbaijan**

Name of the organization

"I CONFIRM"

ACT

on separation of expired documents
for destruction

Position of the head of the
organization

Signature
names
Date

1st and last

_____ # _____
Grounds: _____ #

(where was compiled)

Based upon

(name of the normative act of legal nature)

documents of

Fund # _____ which lost their scientific and
practical significance, have been

(name of the fund)

separated for destruction.

#	Record title	Date	Quantity	# of items on the list and expiry date	Note
1	2	3	4	5	6

Total: _____ records by year(s) _____.
(in numbers and writing)

The documents included in the act have been verified and no criminal acts are in place for this period.

A list of records to be permanently stored on the year(s) of _____ has been approved, the staff list has been coordinated with the ERC (Expert – Revision Committee) _____

archive office) (name of the

(Protocol # _____ Dated _____)

Position of the employee, who expertised the value of documents

Signature

1st and last names

Date

Approved

Protocol # _____ dated _____ of the CEC (EC)

_____ (number) and _____ kg (weight)

documents

(in numbers and in writing)

(in numbers and in writing)

were handed over to _____ on

(name of the organization)

acceptance document # _____ , dated _____.

Position of the employee, who handed over the documents of the organization

Signature

1st and last names

**Annex 3
to Regulations on maintenance of
archivation in the banking system of the
Republic of Azerbaijan**

"I CONFIRM"

Position of the head of the organization

Director of the state archive

Signature

1st and last names

Signature

1st and last names

Date

Stamp of the
organization

Date

Stamp of the state
archive

ACCEPTANCE ACT

_____ # _____

(where was compiled)

on hand over of documents to state
protection

Grounds: Law of the Republic of Azerbaijan on National Archive Fund

(name of the organization)

hands over due to

(expiry of storage period of documents in the organization (name of the fund), liquidation of the organization or other grounds)

_____ accepts

(name of the state archive)

the documents for the years of _____ to the state storage

#	# and name of the list	# of list copies	# of works (storage unit)	Note
1	2	3	4	5

Total: was accepted _____
storage unit

(in numbers and in writing)

State archive fund # _____

Handed over:

Accepted:

Positions of the persons doing hand over

Positions of the persons who accept

Signature: 1st and last names
Date

Signature 1st and last names
Date

**Annex 4
to Regulations on maintenance of
archivation in the banking system of the
Republic of Azerbaijan**

Name of the institution
Name of the archive

«I CONFIRM»

ACT on separation of documents, for
destruction which are impossible to be stored
and damaged

Position of the head of the
institution

_____ № _____

1st and last
names

Signature

(where it was compiled)

Fund № _____

(fund name)

The following records are specified to be impossible to be stored:

#	List #	Record #	# of record pages	Record title	Record date	Core of and reason for the damage
1	2	3	4	5	6	7

Total _____ records impossible to be stored have been revealed.
(in numbers and writing)

Given _____

_____ the enlisted records need to be written-off.

Head of the archive (responsible person)

Date

Signature

1st and last names

AGREED

APPROVED

Protocol # _____ dated _____ of
Expert Revision Committee of the archive
office

Protocol # _____ dated _____ of
Central Revision Committee (RC) of the
institution

Changes have been made to accounting
documents of the archive.

Position of the employee who made
changes to accounting documents

Signature

1st and last names

Date

Annex 6
to Regulations on maintenance of archivation
in the banking system of the Republic of Azerbaijan

REQUEST

**on release of documents stored
in the archive for a temporary use**

(name of document(s))

(date of document(s))

Official _____
(1st and last names)

(Signature)

(date)

Annex 7
to Regulations on maintenance of archivation in the
banking system of the Republic of Azerbaijan

Bank name, date and # of archive transcript

inquirer's name and address

Archive transcript

Grounds: e.g., F.9, list 2, record 515, p.105-106

Transcript has been issued to submit to _____.

Position of the head of a bank
or a structural unit the
office archive is affiliated

Signature

1st and last names

Head of archive (person responsible for office archive) Signature

1st and last names