

Decree №428 of the Georgian Government

16 October, 2012

Tbilisi

**On Service Tariffs, Terms, Rates, Rules of Refund and Release from Fee for
Archive of the Ministry of Internal Affairs of Georgia**

Article 1

In conformity with Article 12 of the Law of Georgia on “Normative Acts”, paragraph 1, Article 6 of the Law of Georgia on “Structure, authority and rule of activity of the Georgian Government”, and Article 3 of the Law of Georgia on “Studying or/and delivering documents preserved in the archival fond according to the service category and terms of the Archive of the Ministry of Internal Affairs of Georgia” the service tariffs, terms, rates, rules of refund and release from fee shall be affirmed for Archive of the Ministry of Internal Affairs of Georgia.

Article 2

This decree shall enter into force as soon as it is published.

Acting Prime Minister

Ivane Merabishvili

Rules and Terms of Service Tariffs, Rates of Refund and Release for Archive of the Ministry of Internal Affairs of Georgia

Article 1. Scope of regulation

The rules and terms of service tariffs, rates of refund and release for Archive of the Ministry of Internal Affairs of Georgia determines the rules and terms of service tariffs, rates of refund and release for Archive of the Ministry of Internal Affairs of Georgia.

Article 2. Tariffs for MIA Archive service

1. The new legislation outlines service categories, terms and prices as follows:

№	Service Category and Term	Quantity	GEL (incl. VAT)
1	2	3	4
1.	Finding thematic documents through: (a) selecting a case (b) published editions	10 titles per document (notice)	20.00 4.00
2.	Performing a review based on selected documents, cases and published editions	per review	35.00
3.	Performing a thematic query about a fact/event, recognition/confirmation of notice (positive or negative answer): (a) One year period (b) 1-3 years period (c) 3-5 years period	per query	15.00 25.00 30.00

	(d) 5-10 years period (e) 10-20 years period (f) over 20 years period		45.00 50.00 100.00
4.	<p>Preparing and delivering (positive/negative) notice of (a) judgment, repression, exile, special exile, rehabilitation, captivity etc:</p> <p>(a)a Delivering notice within 10 working days</p> <p>(a)b Delivering notice within 5 working days</p> <p>(a)c Delivering notice within 3 working days</p> <p>(a)d Delivering notice within 24 hours</p> <p>(a)e Delivering notice the same working day</p> <p>Preparing notices on the basis of information retrieved from other post-Soviet States:</p> <p>(b)a Delivering notice within 5 working days of receiving the information</p> <p>(b)b Delivering notice within 3 working days of receiving the information</p> <p>(c)Notice of a length of service:</p> <p>(c) a 1-5 years of service</p> <p>(c)a a Delivering notice within 10 working days</p> <p>(c)a b Delivering notice within 5 working days</p> <p>(c)b 5-15 years of service:</p> <p>(c)b a Delivering notice within 10 working days</p> <p>(c)b b Delivering notice within 5 working days</p> <p>(c)c 15 and more years of service:</p> <p>(c)c a Delivering notice within 10</p>	per notice	9.00 12.00 14.00 16.00 18.00 25.00 30.00 9.00 12.00 12.00 14.00 20.00

	working days (c)c b Delivering notice within 5 working days (d) Re-delivering the same notice: (d)a Within one month of delivery (d)b Within 1-6 months of delivery (d)c Within 6-12 months of delivery		30.00 3.00 5.00 6.00
5.	Reading room service (a) Delivering requested materials: (a)a Within 24 hours (a)b Same working days (b) Preparing materials for copying: (b)a Within 24 hours (b)b Same working days (c) Converting paper document to electronic document (scanning, photographing): (c)a Within 24 hours (c)b Same working days (d) Scanning from a photopositive: (d)a Within 3 working days (d)b Within 24 hours (d)c Same working days	per case/per document per case/per page per page per shot	Free 6.00 3.00 4.00 3.00 4.00 3.00 4.00 7.00
6.	Computer processing of a photo: (a) Within 5 working days (b) Within 3 working days (c) Same working days	per photo	25.00 45.00 70.00

- The payment must be paid to the account of Legal Entity of Public Law – Academy of the Ministry of Internal Affairs of Georgia.

Article 3. Rules of refund

1. If a concerned person pays more than the fixed amount the difference will be refunded.
2. The payment will be refunded in full if:
 - (a) the MIA Archive refuses to provide service on legal grounds;
 - (b) the concerned person refuses to get service before a service starts;
 - (c) the MIA Archive does not provide service within a fixed term.
3. If a concerned person does not get service within a term he/she paid for and applies for cheaper term of service, the difference will be refunded.
4. The payment is refunded partially or in full on the basis of the payer's application. The receipt must be attached to the application form.

Article 4. Release from a fee

The rules of release from a fee may be affirmed on the basis of decree passed by the Minister of the Ministry of Internal Affairs of Georgia.