

Row No	Service	Content
1.	Code of administrative service	5
2.	Version of administrative service	V0.2
3.	Administrative service	Issue of licences for provision of document storage services
4.	Description of administrative service	<p>The administrative services are provided to natural and legal persons applying for a licence for the provision of the document storage services. The notification on the application for the provision of document storage services and documents for receipt of the licence shall be presented to the Office of the Chief Archivist of Lithuania remotely, by electronic means via the contact centre indicated in the Law on Services or by contacting the Office of the Chief Archivist of Lithuania directly.</p> <p>No later than on the following business day of the submission date of the notification to the Office of the Chief Archivist of Lithuania, and where the notification indicates the date when it is intended to commence provision of the document storage services, and this date comes later than the following business day of the submission date of the notification – no later than the date indicated in the notification, the Chief Archivist of Lithuania shall make an entry in the List of Holders of the Document Storage Licences that the licence for provision of the document storage services has been issued.</p> <p>The availability of the document storage licence is demonstrated by the entry in the published List of Holders of the Document Storage Licences.</p> <p>No later than the following business day of the receipt date of the notification by the Office of the Chief Archivist of Lithuania,</p>

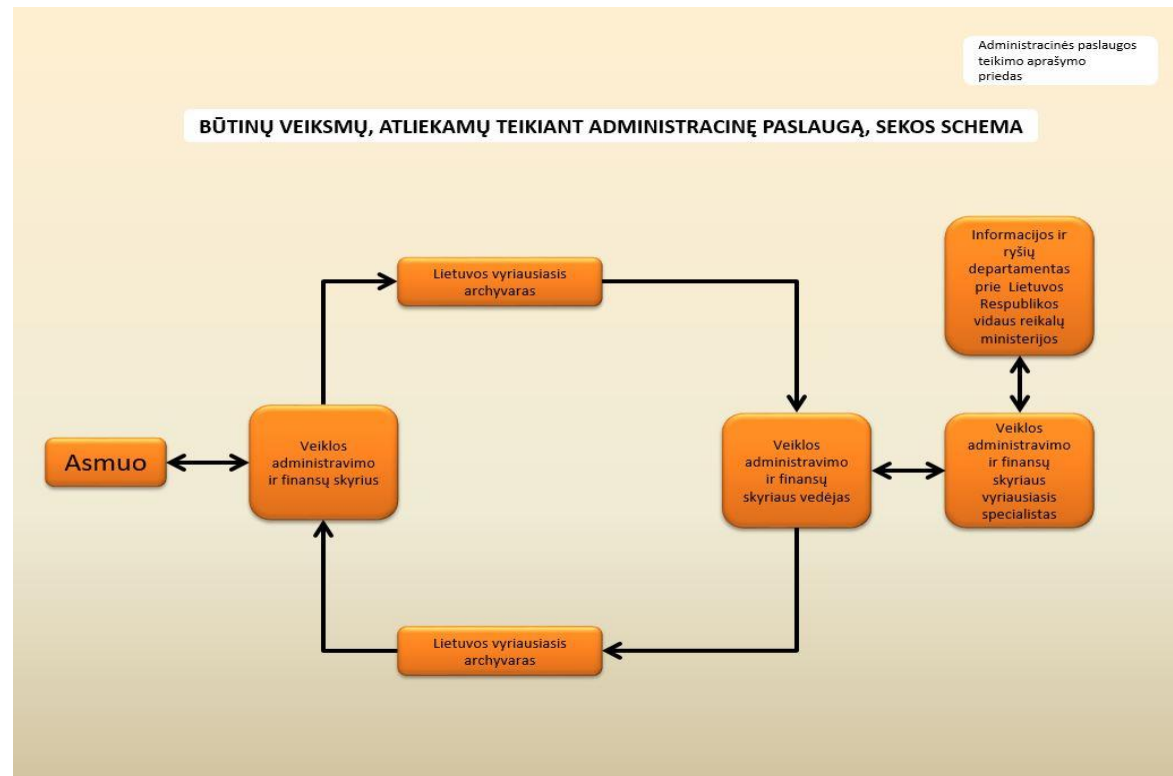
Row No	Service	Content
		<p>the person shall be informed about receipt of the notification in their chosen method.</p> <p>Upon request of the person, the Office of the Chief Archivist of Lithuania shall issue a statement confirming the issue of the licence for the provision of document storage services.</p> <p>The person wishing to receive a statement confirming the issue of the licence shall present a request to the Office of the Chief Archivist of Lithuania remotely, by electronic means via the contact centre indicated in the Law on Services or by contacting the Office of the Chief Archivist of Lithuania directly. This request may be presented together with the notification on the application for the provision of the document storage services.</p>
5.	The legal acts regulating provision of administrative services	<p>Article 18 of the Republic of Lithuania Law on Documents and Archives;</p> <p>Resolution No 162 of the Government of the Republic of Lithuania of 9 February 2011 “Regarding the approval of the procedure for licensing of the document storage services”</p>
6.	Information and documents to be submitted	<p>The following documents shall be presented to the Office of the Chief Archivist of Lithuania when applying for a licence:</p> <p>1) notification on the application for the provision of document storage services indicating the following:</p> <p>- natural person’s name, surname, personal ID number (if attributed in the procedure prescribed by legal acts) or date of birth and place of birth (if the personal ID number has not been attributed), residence address and preferred contact details (telephone and fax numbers or e-mail address), name of legal entity, legal form, legal entity code, head office address, telephone and fax number, and e-mail address;</p>

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		<p>- if an applicant is a legal entity: name, surname, personal ID number (if attributed in the procedure prescribed by legal acts) or date of birth and place of birth (if the personal ID number has not been attributed), and residence address of the head of the legal entity;</p> <p>- if an applicant is a legal entity: name and surname of the legal entity's employee who conforms to the requirements set out in Article 18(5)(2) of the Law on Documents and Archives and is responsible for the licensed service;</p> <p>- the manner (remotely, by electronic means via the contact centre indicated in the Law on Services or personally) in which the applicant prefers to receive the notifications related to the issue and modification of the license, notification on the suspension of validity of the license, suspension of the license or revocation of validity thereof;</p> <p>2) a copy of the document confirming the identity of the person (if the applicant is a natural person);</p> <p>3) documents or copies thereof confirming the period of service and functions performed in the area of provision of the document storage services and/or document management of the persons indicated in Article 18(5)(2) of the Law on Documents and Archives (e.g., employment contracts and/or orders and/or staff regulations or other documents confirming employment relations: statements from former employers and/or statements on the state social insurance periods);</p> <p>4) documents, on the basis of which the applicant uses the premises (on the territory of the Republic of Lithuania) where the document depositories are equipped, and copies of the layout of these premises, as well as the technical equipment available in the depository, if any, and descriptions of the document</p>

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		storage procedures and measures for storing electronic documents.
7.	Information and documents to be received by the institution (staff member examining the request)	<p>The respective documents and information indicated in section 6 (“Information and documents to be submitted”) shall be provided.</p> <p>The Chief Archivist of Lithuania shall evaluate and verify:</p> <ul style="list-style-type: none"> - whether the information provided in the documents is accurate and concurs with the current situation; - whether the information provided by the applicant conforms to the licence issue requirements; - whether the natural person or head of the legal entity applying for a licence has any convictions for serious or grave crime, or crime or criminal offence in relation to property, proprietary rights and interests, economic and business procedures or financial system which have not expired or have not been expunged (upon request of the Chief Archivist of Lithuania, this information shall be provided within 10 business days by the IT and Communications Department under the Ministry of the Interior of the Republic of Lithuania); - whether the arrangement of the document depositories conforms to the requirements set forth in the legal acts, and whether appropriate conditions have been created for storage of documents;
8.	Administrative service provider	Asta Baranauskienė, Senior Specialist of the Activity Administration and Financial Division, tel.: (+370 5) 265 2315, e-mail: a.baranauskiene@archyvai.lt
9.	Head of Administrative Service	Chief Archivist of Lithuania Kristina Ramonienė, tel.: (+370 5) 265 2254, e-mail: kristina.ramoniene@archyvai.lt
10.	Period of the provision of the administrative service	It shall be considered that the licence for provision of document storage services is issued on the following business day of

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		<p>submission of the notification on application for the provision of document storage services to the Chief Archivist of Lithuania or of the date indicated in the notification on application for the provision of document storage services if this date comes later than date of submission of the notification on application for provision of document storage services to the Chief Archivist of Lithuania.</p> <p>The Office of the Chief Archivist of Lithuania shall evaluate the person's conformity to the established requirements no later than within 20 business days of the date of receipt of the notification on the application for the provision of document storage services. Upon a reasoned decision of the Chief Archivist of Lithuania, this period may be extended, however no longer than for 10 business days.</p> <p>The requests shall be examined according to the sequence of actions indicated in the annex to this description.</p>
11.	Price of the provision of the administrative service (applicable to paid services)	<p>Administrative service price:</p> <ul style="list-style-type: none"> • issue of a licence for the provision of document storage services – EUR 108. • modification of a license for the provision of document storage service – EUR 16. <p>Legal ground – Resolution No 1458 of the Government of the Republic of Lithuania of 15 December 2000 “Regarding the approval of the specific state fee rates and the rules for the payment and refund of these fees”.</p> <p>The payment for the services shall be made to the indicated account in Swedbank AB.</p> <p>Bank code 73000.</p> <p>State Tax Inspectorate under the Ministry of Finance of the Republic of Lithuania.</p> <p>Account No LT247300010112394300.</p>

Row No	Service	Content
		Payment code 5710.
12.	Example of filling and content of the form of notification on the application for the provision of document storage services	The notification shall be submitted in an arbitrary format indicated the appropriate information specified in section 6 (Information and documents to be submitted).
13.	Information and communications technologies used for the provision of the administrative service	Information on the administrative services provided by the OCAL is available on the website at www.archyvai.lt



SEQUENCE OF NECESSARY ACTIONS DURING PROVISION OF ADMINISTRATIVE SERVICES

Chief Archivist of Lithuania

Annex
to Description of the Provision of
Administration Services

IT and Communications
Department under the Ministry
of the Interior of the Republic of
Lithuania

Person

Activity Administration and
Financial Division

Head of the Activity
Administration and Financial
Division

Senior Specialist of the Activity
Administration and Financial
Division

Chief Archivist of Lithuania