List of documents from Article 55 of this Regulation, which are normally always considered as archives

1. In respect of document type:

- regulations and other important documents of legal and administrative nature being prepared and/or issued by an authority within the framework of its competence (e.g. acts, regulations, rules, instructions, statutes, decisions, resolutions and other), legal acts on internal organization and activities of an authority;
- official and/or public registers, including all personal data bases and other data bases, kept in accordance with the regulations by authorities on general, administrative, personnel, internal, judicial, statistic, economic, budgetary, financial, tax, educational, scientific, health, cultural, sport, foreign, defence and other fields (electronic data bases, classic public list of records, registers, cadastres, central registers, files, lists and other);
- minutes of sessions including materials in relation to the sessions held by authorities and bodies of an authority (National Assembly, Government, assemblies, councils, committees, commissions, working bodies, board meetings, project groups, meetings, consultations, conferences, seminars, round tables, etc.);
- complete significant cases from an administrative procedure for which a body is competent and which were defined by the competent archival institution after preliminary consultations with the Head of the body;
- complete significant files of judicial authorities separated by type of case and/or register;
- documents on foundation, constitution, registration, mergers, acquisition, exclusion, division, reorganization, protective measures, bankruptcy, liquidation and/or cessation, termination and other status changes of legal persons;
- minutes and reports on results of elections and referendums, organization and execution of elections and referendums;
- annual, mid-term, long-term and periodical plans, analyses and reports of various types and contents;
- annual and periodical statistic reports and analyses of a body, including administrative statistics;
- research projects, elaborations and analyses;
- budgets and annual accounts with financial statements, documents of tenderers selected at public tenders;
- urban and spatial plan, protection of environment, investment programmes and reports, construction documentation with projects for buildings owned or used by an entity under public law;
- entire construction files of public buildings and public infrastructure (roads, railway, airports, ports, etc.), selection of projects, type individual buildings at those administrative bodies, which are competent for building permits;
- technological documentation, norms and standards, inventions, patents, licences, technical improvements and innovations;
- property legal matters;
- all property legal matters of administrative bodies referring to procedures of nationalisation, confiscation, denationalisation, property return, land consolidation, agrarian reform, company ownership transformation;
- printed or published electronic archives of a body on the Web: internal, official, public, business, jubilee and other printed or web publications, printed and electronic minutes of sessions, regulations, annual statements and plans, public tenders, advertisements, prospectuses, leaflets, posters, samples of printed forms and similar materials generated during the activities of a body, including all data and documents published on web pages (stored in a digital format on electronic media before being published on the Web);
- significant business and other books (in particular registers, chronicles, dairies, memories);
- full-length and documentary films;
- photographs, films and video tapes on operations and activities of a body, on nature, buildings, machines, people, workers, important phenomena, procedures, anniversaries, celebrations and events;
- decorations and awards;
- samples of individual documents, cases, dossiers and other types of material by various sampling criteria;
- all prescribed office records on documents;
- sales contracts, financing and other contracts.

2. In respect of typical general function and/or competence of entities under public law:

2.1. General and organizational structure:

- documents on foundation, constitution, registration, mergers, acquisition, exclusion, division, reorganization, protective measures, bankruptcy, liquidation and/or cessation, termination and other status changes (acts, former social agreements and self-management agreements, applications for registration and related opinions, decisions, resolutions, minutes, statues, regulations, rules and other general acts, extracts from craft trade, companies and associations registers),
- documents on internal organization and operations (acts, regulations, statutes, general and former self-management acts, organization charts, organizational projects and analyses, etc.),
- documents on land register cases in relation to real estate ownership (decisions, resolutions, sales contracts, extracts from land registers),
- documents on appointments, elections and referendums (resolutions on appointment of officers, managers and executives; election and referendum calls, minutes with results, posters, leaflets and commercial materials).

2.2. Administrative, judicial, managerial and self-management function:

- minutes of sessions held by political, authority, administrative, judicial, managerial, self-management, inspection, supervision, expert and other administration and management bodies of all institution types (normally with materials for sessions),
- decisions, judgments, resolutions, minutes, opinions of the above stated bodies in significant cases under their competence and important complete cases and/or files from administrative or judicial proceedings conducted by those bodies,
- general legal and former self-management acts (statutes, regulations, rules and other general and self-management acts, self-management agreements, social agreements),
- circulars, information, guides, instructions, etc.,
- sales contracts, financing contracts and other contracts.

2.3. Personnel function:

- personnel plans,
- consolidated and periodical reports on employees, fluctuation, salaries, training of personnel, trainees, proficiency examinations, disciplinary proceedings, occupational safety, accidents at work, etc.,
- selection of disciplinary cases with the termination of employment imposed penalty.

2.4. Financial and commercial function:

- consolidated (generally annual) budgets and statements,
- state budgets and budgets of local communities,
- annual financial statements with business reports,
- initial, merger, liquidation and other financial statements and inventory resolutions,
- market researches and market reports,
- consolidated annual plans, reports and accounts of sale, purchase, export, import, trade, supplies, etc.,
- documents on commercials and advertisements (prospectuses, instructions, advertisements, posters, newspaper, TV, radio and other commercials, photographs, advertising films and spots, exhibition and sales catalogues),
- sales contracts, financing contracts and other contracts.

2.5. Statistics, planning and analysing all fields of activities:
- in particular annual, mid-term, long-term and periodical plans, analyses and reports of various types and contents,
- consolidated annual statistical reports and analyses of entities under public law,
- statistical materials, which should be filled in by entities under public law in compliance with the regulations on statistical research, important for the entire nation;
- all consolidated (generally) annual statistical analyses of administrative and statistical authorities such as: statistical yearbooks, results of various statistical researches (initial and final), statistical reports, bulletins, information, reviews and studies, results of researches, analyses, methodological researches, etc., and/or consolidated secondary statistical data and information.

2.6. Investments, construction work and development:
- urban and spatial plans,
- investment programmes and reports,
- own construction documentation, including construction projects for buildings and machines,
- new technology, production and products development plans (technological documentation),
- research projects, elaborations and analyses,
- norms and standards,
- inventions, patents, licences, technical improvements and innovations,
- sales contracts, financing contracts and other contracts.

2.7. Information-documentation function:
- information, informers, internal and public newsletters, official journals, newspapers,
- minutes and reports of meetings, consultations, congresses, symposiums, seminars, lectures, presentations, press conferences,
- publications on historical development and activities, yearbooks and information publications,
- magnetic tapes and tapes, photographs, films, video tapes, etc., with audio and video recordings of work, operations and activities of entities under public law, buildings, machines, events, processes, phenomena, persons and places, especially various events, celebrations, anniversaries, memories, speeches, etc.,
- posters, leaflets, brochures and other small print on activities of entities under public law, chronicles, dairies and memories.

ANNEX 2 – ISO and ANSI standards for film, video/audio

ISO 18920:2000; former No. 6051; ANSI IT9.20 Photography-Processed reflection prints-Storage practices

ISO 14523:1999 Photographic activity test for enclosure materials

ISO 10214:1991 Filing enclosures for storage

ISO 12206; ANSI IT9.15 Effectiveness of Silver Image Chemical Conversion

ISO 10331:1991 Storage practices

ISO 18911:2001; former No. 5466; ANSI IT9.11 Film Storage

ISO 10356:1996 Storage and handling of nitrate-base motion-picture films

ISO 10602:2000; ANSI IT9.1 Stability of Processed Black-and-White Film

ISO 8225:1995; ANSI IT9.5 Stability of processed Diazo Film

ISO 9718:1991; ANSI IT9.12 stability of Processed Vesicular Film
ISO 18919:1999; former No. 14806; ANSI IT9.19 Stability of Thermally Processed Microfilm
ISO 18917:1999; former No. 417; ANSI IT9.17 Determination of Residual Thiosulfate
ISO 18924:2000; former No. 15640; ANSI IT9.24 Test Method for Arrhenius Predictions
ISO 19909:2006; former No. 10977; ANSI IT9.9 Methods for Measuring Colour Image Stability
ISO 18911:2000; former No. 3897; ANSI IT9.18 Plate Storage
ISO 18921:2000; ANSI IT9.21 Method to Estimate Temperature and RH Effects on CD-R
ANSI IT9.27:1999 Method to Estimate Temperature and RH Effects on CD-R
ANSI IT9.26:1999 Method to Estimate temperature and RH Effects on MO Discs
ISO 18923:2000; former No. 15524; ANSI IT9.23 Tape Storage
ANSI IT9.25 Optical Disc Storage
ISO 18902:2001; former No. 10214; ANSI IT9.2 Enclosures and Containers for Photographic Images
ISO/IEC 11172-4:1995 Part 4: Compliance testing (MPEG-1)
ISO/IEC 13818-1:2000 System (MPEG-2)
ISO/IEC 13818-2:2000 Video (MPEG-2)
ISO/IEC 13818-3:1998 Audio (MPEG-2)
ISO/IEC 13818-4:1998 Conformance testing (MPEG-2)
ISO/IEC 13818-5:1997 Software simulation (MPEG-2)
ISO/IEC 13818-6:1998 Extensions for DSM-CC (MPEG-2)
ISO/IEC 13818-7: 1997 Advanced Audio Coding (AAC) (MPEG-2)
ISO/IEC 13818-10:1999 Conformance extensions for Digital Storage Media Command and Control (DSM-CC) (MPEG-2)
ISO 18925:2002 Imaging materials—Optical disc media—Storage practices
ISO/PRF 18926 Imaging materials—Information stored on magneto-optical (Method for estimating the life expectancy based on the effec. temperature and RH)