

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

№	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 (d) 5-10 years period (e) 10-20 years period (f) over 20 years period	per query	15.00 25.00 30.00 45.00 50.00 100.00
4.	Preparing and delivering (positive/negative) notice of (a) judgment, repression, exile, special exile, rehabilitation, captivity etc:	per notice	

	(a)a Delivering notice within 10 working days		9.00
	(a)b Delivering notice within 5 working days		12.00
	(a)c Delivering notice within 3 working days		14.00
	(a)d Delivering notice within 24 hours		16.00
	(a)e Delivering notice the same working day		18.00
	Preparing notices on the basis of information retrieved from other post-Soviet States:		
	(b)a Delivering notice within 5 working days of receiving the information		25.00
	(b)b Delivering notice within 3 working days of receiving the information		30.00
	(c)Notice of a length of service:		
	(c) a 1-5 years of service		
	(c)a a Delivering notice within 10 working days		9.00
	(c)a b Delivering notice within 5 working days		12.00
	(c)b 5-15 years of service:		
	(c)b a Delivering notice within 10 working days		12.00
	(c)b b Delivering notice within 5 working days		14.00
	(c)c 15 and more years of service:		
	(c)c a Delivering notice within 10 working days		20.00
	(c)c b Delivering notice within 5 working days		30.00
	(d) Re-delivering the same notice:		
	(d)a Within one month of delivery		3.00
	(d)b Within 1-6 months of delivery		5.00
	(d)c Within 6-12 months of delivery		6.00

5.	<p>Reading room service</p> <p>(a) Delivering requested materials: (a)a Within 24 hours (a)b Same working days</p> <p>(b) Preparing materials for copying: (b)a Within 24 hours (b)b Same working days</p> <p>(c) Converting paper document to electronic document (scanning, photographing): (c)a Within 24 hours (c)b Same working days</p> <p>(d) Scanning from a photopositive: (d)a Within 3 working days (d)b Within 24 hours (d)c Same working days</p>	<p>per case/per document</p> <p>per case/per page</p> <p>per page</p> <p>per shot</p>	<p>Free</p> <p>6.00</p> <p>3.00</p> <p>4.00</p> <p>3.00</p> <p>4.00</p> <p>3.00</p> <p>4.00</p> <p>7.00</p>
6.	<p>Computer processing of a photo:</p> <p>(a) Within 5 working days (b) Within 3 working days (c) Same working days</p>	<p>per photo</p>	<p>25.00</p> <p>45.00</p> <p>70.00</p>