







Service / Sub-service Information Form

Service Title: Disposition (Transfer and Disposal) of Inactive Organizational Records		Service ID: 10012300101	
Service Type: <input type="checkbox"/> Government to Citizen Service (G2C) <input checked="" type="checkbox"/> Government to Business Service (G2B) <input checked="" type="checkbox"/> Government to Government Service (G2G)			
Service Description: Review, appraisal, and disposition of inactive records for separating permanently valuable documents and disposing of redundant papers.			
Required Documents: Completion of the 'List of Documents Authorized for Disposal' form and submission of a written request by the organization.			
Service Details	Average service delivery time:	Case-dependent	
	Service Hours:	8:00 to 16:00	
	Number of Required In-Person Visits	
	Service Fee (Rial) for User	Amount(s) (Rial)	Bank Account Number(s)
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Service Access Channel	<input checked="" type="checkbox"/> Online 		
	<input checked="" type="checkbox"/> Email 		
	<input checked="" type="checkbox"/> Interactive Voice Response (IVR) or Call Center 		
	<input type="checkbox"/> Mobile Phone 		
	<input checked="" type="checkbox"/> Short Message Service (SMS) 		
	<input type="checkbox"/> Service Offices / Service Counters 		

Service / Sub-Service Acquisition Flowchart (From the Applicant's Perspective)

