







Service / Sub-service Information Form

Service Title: Authorize the Disposal of Organizational Records		Service ID: 10012300102		
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: <p>Obsolete documents include any redundant copies, printed publications, pamphlets, and inactive records that have no archival value, as determined by the regulations of the National Archives and Library of Iran. Please note that government contracts, treaties, and decrees are never classified as obsolete. The National Records Council is the sole national authority authorized to issue disposal permits. All government organizations must consult their designated liaison officer at the National Archives before taking any action regarding their records.</p>				
Required Documents: Completed "Request for Disposal of Inactive Records" form.				
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)	
			
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)

