







Service / Sub-service Information Form

Service Title: Specialized Consultancy on Records Management and Inactive Archives for Government		Service ID: 10012300102		
Service Type: <input type="checkbox"/> Government to Citizen Service (G2C) <input type="checkbox"/> Government to Business Service (G2B) <input checked="" type="checkbox"/> Government to Government Service (G2G)				
Service Description: Records appraisal experts conduct visits to organizational archives to provide essential guidance and specialized consultancy. This includes advising on records management, standardization, and proper archiving methods. Furthermore, they identify existing issues and challenges related to records and archives and, when necessary, provide detailed reports and propose practical solutions.				
Required Documents: Completion of the request 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)

