






Service / Sub-service Information Form

Service Title: Consultation on Enhancing the Security of Records and Document Storage in Organizations		Service ID: 10012301000	
Service Type: <input checked="" type="checkbox"/> Government to Citizen Service (G2C) <input type="checkbox"/> Government to Business Service (G2B) <input type="checkbox"/> Government to Government Service (G2G)			
Service Description: <p>The General Department for Conservation and Preservation of the National Library and Archives of Iran provides specialized consultation on the establishment, design, and assessment of storage conditions for records and documents within the repositories of executive organizations.</p> <p>This service includes comprehensive environmental monitoring, assessing parameters such as temperature, relative humidity, light, and magnetic fields against established repository standards. It also evaluates environmental pollutant levels and measurement sources. The consultation further involves assessing the internal conditions of the requesting organization's building, including its facilities and equipment, culminating in a comprehensive report with recommendations for optimizing space and resources to enhance security and preservation.</p>			
Required Documents: Official correspondence and submission of a formal request			
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 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) 		

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

