Text consolidated by Valsts valodas centrs (State Language Centre) with amending regulations of:

25 February 2021 [shall come into force on 4 March 2021].

If a whole or part of a paragraph has been amended, the date of the amending regulation appears in square brackets at the end of the paragraph. If a whole paragraph or sub-paragraph has been deleted, the date of the deletion appears in square brackets beside the deleted paragraph or sub-paragraph.

Republic of Latvia

Cabinet

Regulation No. 690

Adopted 13 November 2018

**Regulations Regarding Documents Attesting the Course of a Person’s Work or Service and Education of Archival Value, and Time Periods for Their Keeping**

*Issued pursuant to*

*Section 4, Paragraph four and Section 8, Paragraph two of the Archives Law*

1. This Regulation prescribes the documents attesting the course of a person’s work or service, and the documents present in the file of an educatee, including a student, which have archival value, and the time periods for their keeping.

2. Documents with archival value attesting the person’s course of work shall be as follows:

2.1. documents on the establishment, amending, and termination of employment legal relations (order records, employment contracts and their amendments, notices and agreements on termination of employment relations), documents equalled thereto and their registers;

2.2. lists of employees with an indication to the position held if such are prepared;

2.3. descriptions of the position and works;

2.4. work performance contracts, amendments to work performance contracts, and their registers;

2.5. opinions on the inability of an employee to carry out the duties due to the health condition;

2.6. order records on child care leaves issued until 31 December 1996 and their registers;

2.7. the unclaimed work record cards and their registers;

2.8. collective agreements, documents on amendments thereto and their termination;

2.9. minutes of a general meeting (conference) of employees;

2.10. documents of settlement of the rights of a collective or the interests of a collective;

2.11. author’s agreements, amendments to the author’s agreements and their registers if conferral of the author’s property relations is specified therein;

2.12. report documents of State administration institutions on foreign official travels if they contain information of historical, public, cultural or scientific significance.

[*25 February 2021*]

3. Documents of the State civil service with archival value shall be as follows:

3.1. documents of tenders for the positions of heads of State institutions of direct administration if they contain information of historical, public, cultural or scientific significance;

3.2. documents on the establishment, amending, or termination of State civil service relations.

4. Documents with archival value attesting the course of service shall be as follows:

4.1. documents on the establishment, amending, or termination of service relations;

4.2. other documents on the course of service if they have historical, public, cultural or scientific significance.

[*25 February 2021*]

5. Documents of educatees with archival value shall be as follows:

5.1. documents on the course of general basic education and general secondary education of a person:

5.1.1. the registration logbook of the education documents issued;

5.1.2. the summary journal of the study achievements of educatees;

5.2. documents on the course of vocational education of a person:

5.2.1. the personal file if information of historical, public, cultural or scientific significance is therein;

5.2.2. the registration and recording logbook of educatees;

5.2.3. the registration journal of issuance of professional education documents;

5.2.4. the achievements extract of a group (except for the vocationally-oriented education programme);

5.3. documents on the course of education of a student, including the personal files of the student.

6. The time periods for keeping the documents:

6.1. the documents referred to in Sub-paragraphs 2.6, 2.7, and 3.2 and Paragraphs 4 and 5 of this Regulation, except for the documents on the course of diplomatic and consular service, shall be kept for 75 years. If documents contain information of historical, public, cultural or scientific significance, they shall be kept permanently;

6.2. the documents referred to in Sub-paragraphs 2.8, 2.9, 2.10, 2.11, 2.12, and 3.1 of this Regulation and the documents on the course of diplomatic and consular service shall be kept permanently;

6.3. the work relations records which are necessary to prove the right to a service pension shall be kept for 75 years regardless of the time of their creation;

6.4. the documents referred to in Sub-paragraphs 2.1, 2.2, 2.3, 2.4, and 2.5 of this Regulation shall be kept:

6.4.1. for 90 years from the birth of the persons indicated in such documents or for 75 years if the date of birth of the persons is unknown or if the file contains archived documents on several persons, or if the removal of the archived documents from the file involves a disproportionate effort;

6.4.2. permanently if they contain information of historical, public, cultural or scientific significance;

6.5. the documents the retention term of which has expired but which are required as evidence in legal proceedings and also for the implementation and protection of obligations and rights of authorities or private individuals shall be kept for 10 years after they are no longer required as evidence.

[*25 February 2021*]

7. Private individuals shall ensure that documents which do not have archival value and the time period for keeping of which has expired are destroyed by 31 January 2021.

Prime Minister Māris Kučinskis

Minister for Culture Dace Melbārde