



LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

Presidential

No. 260/P

Vientiane Capital, date 01 August 2019

DECREE
Of the PRESIDENTIAL

Of the LAO PEOPLE'S DEMOCRATIC REPUBLIC

On the Promulgated the Law on Document

- Pursuant to the Constitution of Lao People's Democratic Republic (Amended 2015), Chapter VI, Article 67, Clause 1
- Pursuant to the National Assembly Meeting Resolutions, issue no. 13/NA, dated 20 June 2019 on the Adoption of the Law on Document;
- Pursuant to the Proposal of National Assembly Committee, issue no. 19/NAC, dated 18 July 2019.

President of the
Lao's People Democratic Republic issued decree:

Article 1: The promulgation of the Law on Document.

Article 2: This Decree is effective from the date of signature.

President of Lao PDR

[Sealed: Lao PDR – Presidential; Signed: Bounyung Vorlachit]



**LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY**

National Assembly

**No. 13/NA
Vientiane Capital, date 20 June 2019**

**DECISION
Of the National Assembly Meeting**

On the Adoption of the Law on Document

Pursuant to Article 53, Clause 1 of the Constitution of Lao People's Democratic Republic (Amended 2015) and Article 11, Clause 1 of the Law on National Assembly (Amended 2015),

After the 7th Ordinary Meeting of National Assembly Series VIII has extensively and deeply study of the consideration on content of the law on document in the meeting agenda of 20 June 2019.

The National Assembly Meeting agreed:

Article 1 the Adoption of the Law on Document with majority of agreed votes.

Article 2 this Decision is effective from the date of signature.

President of National Assembly

[Sealed: National Assembly - President; Signed: Parny Yartortue]



LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

National Assembly

No. 69/NA

Vientiane Capital, date 20 June 2019

LAW
On
Document

Part I
General Provisions

Article 1 Purpose

This law defines principles, regulations and measurement on the creation, management, usage, follow up and monitoring of the activity to document to make such activities systematic, effective, fairness and modern which aim to protection and conservation document that have value of history, cultural, society and other to assemble information in studying research and use as reference.

Article 2 Document

Document is information that recorded in difference objects with many form such as written, image, audio that indicate to any event and phenomena, creating movement in organization in the party, state, Lao front national construction, veteran union, mass organization, social organization, legal entities and individual as the instrument and vehicle in managing the government, managing socio-economic and cooperate with each other.

Article 3 Definitions

Terms use in this law have meaning as follows:

1. **Document origin issue** means document firstly created by written, print, carve or engrave, draw, caption and record;
2. **Original document** means document origin issue that have issue written or print, have content, correct structure, signed and sealed of organization that issue or promulgated a document including document that engrave, draw, caption, record properly according to content, structure of document origin issue;
3. **Document original issue** means document with content, correct structure which have copied from the original document then sealed of the issuing organization or promulgated the document including document engrave, draw, caption, record properly according to content, structure of the original document;
4. **Document set** means one or more documents that closely associated on any issue, works, event and phenomena;
5. **File documents** mean group of documents which created in revolution activities such as file of national history, party, state, files document of ancestral, family and individual;
6. **National history file documents** mean all documents of Laos in each era and time;
7. **Party history file documents** means all documents related to the party organization, Lao front national for construction, veteran union, mass organization and outstanding hero in the history;

8. **State history file documents** mean all documents of the state in each era, each time which included file documents of ministries, organization and file documents of local authorities;
9. **File documents of ancestral, family and individual** mean all documents related to movement of outstanding and famous of ancestral, family and individual;
10. **Document storage room** means location or room to store document and set of documents;
11. **Document knowledge** means science of document;
12. **Document with protection terms** means document that have value on political, economy, cultural, society, history, national defense, public security, foreign affairs, science, technology;
13. **Organization** means organization of the party, state, Lao front national construction, veteran union, mass organization, and social organization.

Article 4 State Policy on Document Activities

Government promote and create condition to those organization, legal entities and individual to create and use document properly effective and efficient to meet the demand of society on timely manner.

State support and promote individual with outstanding performance and famous such as hero, veteran, competition armor including the outstanding organization both domestic and foreign country to give document with value to the history to the document activities organization to protect and conservation.

State promotes the development of document by providing budget and human resource into such activities base on the transformation to modern device, technique, science and technology.

Article 5 Principles on Document Activities Movement

Document activities movement shall be performed according to principles are as follows:

1. Consistency with policy pathway, constitution, law and actual event on economic and society;
2. Ensure document management centralization, fairness and transparency;
3. Ensure national feature, history, science and modern;
4. Ensure protection and conservation of document as the heritage of history, cultural, society to be used in activities movement, study, research and use as reference.

Article 6 Scope of Use

This law uses for organization, legal entities and individual domestic and foreign country who cooperate with document activities.

Article 7 International Cooperation

Government promotes the cooperation with foreign countries and international on document activity by exchange information, technology research, use of technology, training, seminar, study tour, exchange lesson, technical skills, exchange history document and document exhibitions to develop document activities with quality, strength and modern, perform according the treaties and international agreement which the Lao is partnership.

Part II

Document Features, Type and Style

Chapter 1

Document Features

Article 8 Document Features

Documents have two features as follows:

1. General document;
2. History document.

Article 9 General Document

General document is a document that organization, legal entities or individual created and use in official activities movement, cooperation to each other.

Article 10 History Document

History document is a document that have selected and defines value which have value on political, economic, cultural, society, national defense, public security, foreign country, science and technology which occurred in each era, each time of the history of Lao national in the revolution movement of the organization, legal entities or individual, hero, competition armor who have outstanding performance and famous to conservation as heritage on history, cultural, society to be used in study research and as reference.

Chapter 2

Document Type

Article 11 Document Type

Document types have four type as follows:

1. Legislation;
2. Administration document;
3. Specialist document;
4. Personal document.

Article 12 Legislation

Legislation means legal document that modify from social relation, having general enforce or specific enforce, have created, approve and promulgated by authorized state organization at central and local level.

Article 13 Administration Document

Administration document mean document use to enhance and implementation policy pathway, legislation, official activities relation which created by organization such as planning, summary, report, memo, proposal, reply letter, invitation, power of attorney, certificate, guarantee letter, relocation letter, notice, announcement, delivery note.

Article 14 Specialist Document

Specialist document is a document that created to use according to technical principle of organization such as research activities document, statistic table, fax, telephone, drawing sheet, sketch, layout, map, business registration, business license, academic learning, teaching, agreement, health certificate, confirmation certificate, compliment letter, criminal record, resident certificate, land title, family registration book, birth certificate, death certificate, marriage certificate, divorce certificate, biography, education certification.

Article 15 Personal Document

Personal document is a document that create to be used in daily activities, contact and movement of personal between individual, family and ancestral including personal document that created for science research natural and society such as letter, personal notebook, work result of science research, art, and literature.

Chapter 3 Document Styles

Article 16 Document Styles

Document styles have four style as follows:

1. Written document;
2. Technical, science document;
3. Image, audio document;
4. Electronic document.

Article 17 Written Document

Written document is information that recorded as characters, symbol, marks, number by writing, print on paper, fabric, leather, draw, carve or engrave on wood, stone or plate for manuscript such as official document, research activities, notebook, static table, manuscript, inscriptions, artwork, cultural, work notebook of personal, collectively.

Article 18 Technical, Science Document

Technical, science document is information that records on specific technical on science to be used in education, research and testing including activities on science, technique such as drawing sheet, sketch, layout, map.

Article 19 Image, Audio Document

Image, audio document is information that records any movement, event and phenomena by using specific technical instrument such as photo, drawing photo, cassette, vinyl, CD disc, VDO disc, film, microfilms.

Article 20 Electronic Document

Electronic document means information that records with electronic instrument to store document content which able to read by using information display system, print out or other forms such as saved into CD disc, VDO disc, hard disc, cassette, memory card.

Part III

Document Management

Article 21 Document Management

Document management consist of activities as follows:

1. Document creation;
2. Document sealed and signed;
3. Incoming-outgoing document management;
4. Set of documents creation;
5. Handling set of documents.

Chapter 1

Document Creation

Article 22 Document Creation

Document creation is studying, consolidate ideas and information then alter as document to be used in movement and/or cooperate with any relevant activities.

Document creation must ensure as follows:

1. On content which consist of purpose, target, expectation and features by having forms and methods to define content created differently according to type of document;
2. On language used must use Lao language, in case necessary may use foreign language. Terms, expression, words that used must have certain meaning, oriented, clear and easy to understand;
3. On structure must ensure component, arrangement to be continuously systematic, correct, complete and easy to understand.

Article 23 Component of Document

Component of document have as follows:

1. National mark;
2. Name of country and national slogan;
3. Name of organization issued or promulgated document;
4. Number and abbreviation of organization or document promulgated;
5. Location, date, month and year that issued or document promulgated;
6. Name and brief of content of document;
7. Reference in issuing document;
8. Overall content of document;
9. Position, signature, name and surname of signature;
10. Sealed;
11. Mark of urgent, very urgent or confidential, specific confidential and very confidential in special circumstances;
12. Location of delivery if any.

For component of writhen document of individual, legal entities and specialist document of other organization shall perform according to relevant regulation, document component for science, technique, image, audio and electronic shall perform according to regulation of relevant division.

Chapter 2

Signing Document and Sealed

Article 24 Signing Document

Signing a document shall be signed by black or blue ink which must sign clearly under the position of authorized person and indicate name and surname under the signature.

For document that approved or promulgated must have signature of the head of organization or authorized person to ensure legal correctness and effectiveness.

For document signature of individual, shall sign with black or blue ink which must sign clearly. In case unable to sign shall use thumb print on the document.

For electronic signature on document shall be performed according to the law on electronic signature.

Article 25 Signing a Document of Organization that Agreed by Group of Committee

Sign a document of organization that agreed by group of committees shall use the word “On behalf of” prior the name of organization or promulgated document and indicate position of the signature in below.

Term “On behalf of” shall written by hand or print in the draft of document.

Article 26 Signing a Document of the Head of Organization

Sign a document of the head of organization such as National Assembly, Provincial People’s Assembly, National Assembly Committee, Provincial National Assembly Committee, the government, organization including local authorities shall indicate position, name and surname of signature.

In case of having power of attorney to the deputy responsible work instead for temporary prior signing a document shall use a word “sign on behalf of” front of the head of organization according to defined in above paragraph as well as indicate position of the Deputy.

The term “sign on behalf and position level” shall written by hand or print during draft of document.

For signature “Acting or Substitution” shall be performed according to relevant regulation.

Article 27 Sealed

Sealed shall seal on the document clearly and straight, covering one on three of signature to the left by not sealed or covering the position of the signature; it is prohibited to sealed before signature and not allow to be sealed without a signature.

Name and surname of signature allow to seal and vertical with position of the signature. Official document identified name and surname in Lao language. For private sector that cooperate with foreigner shall indicate name and surname in foreign language.

Name and surname shall write, print or sealed.

For style, link color, size and content of seal are defined in separate regulations.

Chapter 3

Incoming-Outgoing Management Document

Article 28 Incoming-Outgoing Document

All documents must record and register document incoming-outgoing systematically, able to follow up and search easily.

Incoming-outgoing document management is processed to receive, distribute, support, follow up monitoring a document properly, clear, quick, safe, effective and ensure official confidential by using modern system and devices according to each case.

Article 29 Incoming Document Management

Incoming document management to be effective according to procedure are as follows:

1. Check name and brief of content of document;
2. Receive, sealed incoming, record and register a document;
3. Propose for feedback from the director or responsible person on incoming document activities;
4. Deliver to relevant responsible person to resolve a document;
5. Promote and follow up the resolve document;
6. Create set of incoming document.

Article 30 Outgoing Document Management

Outgoing document management shall be performed according to procedure as follows:

1. Check organization, content and technical of document creation;
2. Having signature, seals of organization that issued or promulgated a document. Print or write, sealed name and surname of the signature;
3. Input number, abbreviation of organization that issued or promulgated a document and dated, month, year that issued or promulgated of document;
4. Record and register a document as well keep the original document;
5. Deliver to target, promote and follow up the resolve document;
6. Create set of outgoing document.

For number and date shall print or write as Lao number or Arabic, month shall print or write as Lao language according to calendar, for year shall print or write as Lao number or Arabic.

For the treaties and international agreement shall print or write as Arabic characters.

Chapter 4

Creation Set of Document

Article 31 Creation Set of Document

Creation set of documents is a process of classification, rank, shaffle a document according to principles, methods and specific technical in creating a set of documents.

Creation set of documents must ensure as follows:

1. Separate and shaffle documents in set of documents systematically;
2. Record information of document in set of documents properly and complete;
3. Store original document or origin with the set. In case there is no original or origin then shall keep a copied document.

For procedure and how to create set of documents have defined in separate regulations.

Article 32 Person in charge to Create Set of Document

Person in charge to create set of documents consist as follows:

1. A state personnel who in charge of incoming-outgoing document which have duties to create set of documents by record and register document, separate, shaffle and protect all incoming-outgoing documents;
2. State personnel who in charge of resolve a document which have duties creating set of document, update set of document only on their responsible to resolve to be proper, complete and clear;
3. The director or person in charge the creation of set of documents and resolve a document which have duties to indicate collectively creating a set of document according to its scope of responsible.

For state-employee who will receive retirement allowance, bonus, relocation, allocation duties and workplace shall be created set of document and handover set of documents to its organization.

Article 33 Person In Charge of Document Storeroom

Person in charge of document Storeroom consist of as follows:

1. State personnel who in charge with the document Storeroom have duties as follows:
 - 1.1. Receive, create table of content, arrange system set of documents and make memorandum to receive set of documents;
 - 1.2. Gathering, set initial value of document in the set, record and register set of documents, protect a set of documents, copies a document and provide document service in the set according to the assignment of upper level;
 - 1.3. Classify, ranked and shaffle set of documents that have value to protect permanently and have important definition to handover to the Ministry of Home Affairs as the protector;
 - 1.4. Classify, ranked and shaffle set of documents which have terms in protecting to store in its Storeroom including set of document that expired to be destroyed.
2. The director or person in charge record and register set of documents have duties to direct collectively on creation and handover set of document according to its scope of responsible.

Article 34 Person in Charge of Management Activities and Copies of Document

Person in charge of management activities and copies of document is a person who in charge in creating set of documents and responsible the Storeroom that under the relevant organization and legal entities.

Person in charge management and copies of document activities must have requirement as follows:

1. Have clear history, strong political awareness, have revolutionary moral and royalty, trust the policy pathway also able to keep confidential of a document;
2. Have level of specialist on management activities and copies of document, manage office, secretary or have trained, maintenance, upgrade skills on management and copies document activities;
3. Able to utilize science, technology and electronic instrument into management and copies of document activities.

The person in charge of management and copies of document activities has receive allowance policy with appropriate poison substance, clothing and health protecting device according to defined in relevant law.

Chapter 5

Handover Set of Document

Article 35 Handover Set of Document

Handover set of documents is to bring set of documents to resolved work into the Storeroom according to regulations.

Article 36 Handover Set of Document into the Storeroom of the Office, Department

Handover set of documents into the Storeroom of the office, department, central and institution of relevant organization shall be performed as follows:

1. Document in writing shall handover for one year term after issued or promulgated and completed resolved activities;
2. Science document, technical shall be handover during one-year terms after completed resolved activities;
3. Image, audio document shall be handover for three months terms after completed resolved activities;
4. Electronic document shall be handover for three months terms after completed resolved activities.

In case necessary to store set of documents to continue resolve activities then shall be created set of documents that required to store and able to store for two years from the expired time that set out above.

Article 37 Handover Set of Document into the Storeroom of Department, State Organization Equivalent

Handover set of documents into Storeroom of the office, department, state organization equivalent department of provincial organization shall be performed according to set terms in Article 36 of this law.

Article 38 Handover Set of Document into Storeroom of the Office, State Organization Equivalent to the Office

Handover set of documents into the Storeroom of the office, office, state organization equivalent the office of district organization shall be performed according to set terms in Article 36 of this law.

Article 39 Handover Set of Document into the Storage Cabinet of the Village

Handover set of documents into the storage cabinet of the village shall be performed according to set terms in Article 36 of this law.

Part IV

Copying Document

Article 40 Copying Document

Copying document is a process to protect and conservation of document to have information and use of document effectively.

Article 41 Copying Document Activities

Copying document activities is a specialist movement which consist of gathering document, system arrangement of document, determine value of document, document statistic entry, document protection, use of document and destroy of documents.

Chapter 1

Document Gathering

Article 42 Document Gathering

Document gathering is collecting, account entry, select value document to create a set of documents and protection.

Organization central and local level is responsible in gathering and select valued document to permanent protect and have national meaning to be listed, create set and handover set of documents to its Storeroom.

Article 43 Gathering History Documents

Gathering history documents is a process to collect, collectively, storage and protect history document and have national meaning of organization, legal entities, hero, competition armor, family, ancestral and individual with outstanding performance and famous in each era each time of the Lao history for protection.

Ministry of Home Affairs have duties and responsibility in gathering history document according to defined above.

Article 44 Responsibility in Gathering Valued Document of Organization

Responsibility in gathering valued document of organization have as follows:

1. Central organization is responsible in gathering valued document of organization from the official office, office, department, and institution, central and legal entities that belong to them into protection.
2. Local organization is responsible in gathering valued document of its organization from the official office, department, organization equivalent to department, office, organization equivalent office that under them including legal entities, family and ancestral and individual who have outstanding performance and famous into protection.

Article 45 Gathering Document into the Storeroom of Organization

Gathering documents into the Storeroom of organization at central level is to select valued documents to permanent protection and have national meaning of organization at central level that have created and stored for five years at the official office, office, department, institution, and legal entities which belong to them then handover to the Storeroom of the organization at central level.

For gathering document into Storeroom of organization at local level is to handover to Provincial Home Affairs Department, Home Affairs Office at the person in charge.

Article 46 Gathering Document of the Ministry of Home Affairs

Ministry of Home Affairs can gather document as follows:

1. Select valued document to permanently protect and have national meaning which have stored for five years in the Storeroom of the organization at central and local level;
2. Collect and gather set of documents that valued for permanently protect and have national meaning that have stored for five years in the Storeroom of the official office of the Party Central Committee, Ministry of National Defense, Ministry of Public Security and Ministry of Foreign Affairs Office;
3. Gather set of documents of the history in possess of organization, legal entities, individual, family, ancestral who have outstanding performance and famous including hero, competition armor.

Organization at central and local level prior handover a set of documents the Ministry of Home Affairs must arrange set of document system, create set of document table of content, create set of confidential document table of content and make memo handover of set of documents. Make a memo of the handover and receive of set of documents must make as two issues by assigned the organization at central and local level that have handover a set of documents to store one issue and the Ministry of Home Affairs store one issue.

Article 47 Gathering Documents of Ministry of Home Affairs in Province, Capital

Gathering documents of Ministry of Home Affairs in Province, Capital is to select valued document to permanently protect and have national meaning of department, state organization equivalent department of province, capital and home affairs office in district, municipalities, city that have created a set and store for five years at its Storeroom then handover to provincial, capital home affairs.

Article 48 Gathering Documents of District, Municipals, City of Home Affairs Office

Gathering documents of District, Municipals, City of Home Affairs Office is to select valued document to permanently protect and have national meaning of office, state organization equivalent District, Municipals, City of Home Affairs Office that have created a set and store for two years at its Storeroom then handover to District, Municipals, City of Home Affairs Office.

Article 49 Gather Document of Organization that Collectively, Separate or Terminate

Gather documents of organization that collectively, separate or terminate shall be performed according to each case as follows:

1. Register and protect at the Storeroom to organize gathering;
2. Register and handover relevant set of documents to the Storeroom of each organization to separate for organization that have separated;
3. Register and handover set of documents to the storeroom of organization or division that its belong to for organize terminate.

Chapter 2 Document System Arrangement

Article 50 Document System Arrangement

Document system arrangement is classification, define value, shaffle, statistic register, create document data searching device properly according to technical principle on document.

Head of organization at central and local level and relevant legal entities have duties to responsible give direction and guide a document system arrangement according to technical principle that belong to its responsibility.

Article 51 Procedure of Document System Arrangement

Document system arrangement shall be performed according to procedure as follows:

1. Separate and classify a document;
2. Check document completely and clear;
3. Define document protection life;
4. Create set of document table of content and document account.

Separation and classify documents, check document, define document protection life, create set of document table of content and document account has defined in separate regulations.

Chapter 3 Define a Document Value

Article 52 Define a Document Value

Define a document value is to select, define importance and define protection life according to principle, methods and document standard.

Article 53 Principle in Define Document Value

Define a document value shall be performed according to primary principles as follows:

1. Political principle;
2. Historical principle;
3. Collectively summary principles.

Detail in defining document value principles has set out in separate regulation.

Article 54 Methods to Define Document Value

Defining document value shall be performed according to method as follows:

1. System arrangement;
2. Separating according to roles;
3. Define on information;
4. Define on historical.

Detail in defining document value method has set out in separate regulation.

Article 55 Standard in Defining Document Value

Defining document value shall be performed according to standard as follows:

1. Meaning of document content;
2. Organization, legal entities and individual that issue or promulgated a document;
3. Event, time and location that issue or promulgated a document;
4. Ranked comprehensiveness and completeness of the file documents;
5. Type and element of document;
6. Condition of document.

Detail on standard to define document value has set out in separate regulations.

Article 56 Procedure to Define Document Value

Defining document value shall be performed according to procedures as follows:

1. Appointed the committee to define value and destroy of document;
2. Register set of documents that will define value;
3. Host a meeting to evaluate and define document value;
4. Propose consideration to approve the determination of document value;
5. Gather document into the Storeroom.

Chapter 4 Register Document Statistic

Article 57 Register Document Statistic

Register document statistic is to register collectively number, type, condition, searching device and document protecting device.

Organization at central and local level, relevant legal entities and individual must register document statistic that have in its Storeroom to be systematic.

Article 58 Register Document Statistic of Organization

Register of document statistic of organization shall be performed as follows:

1. To register statistic centrally with memo into the book and/or into electronic database for history documents;
2. To register document statistic annually by started from 1 January to 31 December of each year for the administration document and specialist document.

Article 59 Summary of Document Statistic

Summary of document statistic shall be performed as follows:

1. Organization at central and local level, relevant legal entities and individual shall be performed summary of all document statistic, number of valued documents to permanently protect and have national meaning, searching device and document protecting device to report to the Ministry of Home Affairs;
2. Provincial, capital home affair department shall summary statistic of organization that will handover a document, set of valued documents to be permanently protected and have national meaning, searching device and document protecting device to report to the Ministry of Home Affairs;
3. Department, state organization equivalent to department of province, capital shall summary number of valued documents to be permanently protected, searching device and document protecting device to report to the Provincial, Capital Home Affairs Department;
4. Office, state organization equivalent office of district, municipal, city and village authorities shall summary number of valued documents to be permanently protected, searching device and document protecting device to report to the Home Affairs Office in district, municipal, city;

Chapter 5

Document Protection

Article 60 Document Protection

Document protection is to protect document and file documents to be safe, not to be degrade, tear, mole, damage and have longer life span.

Organization at central and local level, relevant legal entities and individual shall protect document, set of documents that under its responsibility to be safe by using temperature control, humidity, fire protection, prevent bugs, devices, document restoration or make backup database to have longer life of use.

Article 61 Terms for Document Protection

Terms for document protection have as follows:

1. Document with protection terms below one hundred years;
2. Valued document for permanently protected and have national meaning have protection terms from one hundred years and more.

Detail on protection terms of each type of document have set out in separate regulations.

Article 62 Document Protection of Organization

Organization at central and local level must build the Storeroom or document protection area, assemble appliance and use modern science, technique to protect document.

Individual, legal entities and social organization that have no location to protect document are able to bring its document to keep in the document management organization at central or local level but have to pay fee according to regulations.

Article 63 Document Protection Location

Document protection location consist of as follows:

1. Ministry of Home Affairs is the document protection location that have valued to permanently protected and have national meaning, file documents such as file document of national history, file documents of the history of the party, state, file document of family, ancestral and individual;
2. Provincial, capital of home affairs is the location of protected document with terms of protection and history document of province, capital;
3. District, municipals, city of home affairs office which is the location to protect document with protection terms and history of document of district, municipals, town.

Other than the document protected location according to defined above, organization at central and local level and relevant legal entities must protect document with protected terms and its history document in the storeroom which have built according to Article 62 of this law.

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Article 64 High Value History and Rare Document Protection

High value history and rare document protection is a document with permanently protected and have national meaning, have history character which record an event and phenomena occurred in the history in each era and each time.

High value history and rare document protection conducted by monitoring, select, register, registration, document protection for safety, photocopy or record into electronic device to protect and manage according to relevant law.

High value history and rare document must have monitored and selected to register as the national heritage, region and the world.

Chapter 6

Using Document in the Storeroom

Article 65 Using Document in the Storeroom

Using documents in the storeroom is a process to access to information and use information in document with many method and form into official work, study research and use as reference in performing works.

Article 66 Rights and Duties of Organization, Individual to Request Use of Document in the Storeroom

Organization at central and local level, legal entities and individual have rights and obligations in requesting the use of document in the storeroom as follows:

1. Rights of organization and individual in requesting the use of document in the storeroom:
 - 1.1. Access to information of the document, except access to content of document which is a national confidential, national defense activities, public security must get approval from organization and relevant sectors;
 - 1.2. Use of information in document into official works, study research natural science and society, use as reference in work activities;
 - 1.3. Use other rights according to defined in the law.
2. Obligations in organization and individual in requesting the use of document in the storeroom:
 - 2.1. Perform according to the law and relevant regulations;
 - 2.2. Notice letter of organization where the depended for requesting to use the document in official movement activities of any organization, ID card, family registration book or passport for using a document in official personal work activities;
 - 2.3. Pay fees and service fee according to regulations;
 - 2.4. Perform other obligations according to defined in the law.

Article 67 Authorized and Unauthorized Document to be used

Authorized document to be used have as follows:

1. History document that able to utilize widely;
2. Document that the confidential expired;
3. Document that subject to system and completed restoration.

Unauthorized document to be used have as follows:

1. Document with content inconsistent with constitution, law and regulations;
2. Document that not yet define confidential and not yet have the confidential expired;
3. Document under restoration period;
4. Document that under the system arrangement.

Article 68 Document Form of Use

Document form of use consist with document usage as proof of evidence, in reading room, in media, in exhibition, in photocopy by having certificate of correctness according to original issue.

Article 69 Original Document Authentication of Photocopy Document

Original document authentication of photocopy document is to certify a photocopy document, printing of all content from original document with content, correct structure clear like original issue form the document activities management organization.

Document activities management organization have rights according to its scope of responsible in authenticating original documents of photocopy document which have stored in its Storeroom.

Photocopy document that has authentication according to original issue which have the same value to original issue.

Article 70 Brining Document Out from the Storeroom of Organization

Organization at central and local level, relevant legal entities and individual can bring a document out from its storeroom to use in official works, natural science study and society after used must return those documents to the storeroom and the used document shall be in the original condition.

Ministry of home affairs to define regulation on bring out a document that kept in the storeroom to be used domestic and foreign country including bring a registered history document to other countries.

Chapter 7

Destroy of Document

Article 71 Destroy of Document

Destroy of document is a process to bring a valueless document on information, document with duplicated content and end of protection period to destroy with many methods such as using shredder, burn, cut and other appropriate methods.

Article 72 Consideration on Document Destroy

The head of organization at central and local level, relevant legal entities is considering agreement on document destroy according to the proposal of the committee that defined value and destroy document.

In considering document destroy, relevant sector will study set of document that deem important and necessary to be used in official activities then photocopy in electronic form.

Article 73 Procedure of Document Destroy

Document destroy shall be performed according to procedures as follows:

1. Assign committee to define value and destroy of document;
2. Register set of documents to be destroyed;
3. Host a meeting to evaluate document to be destroyed;
4. Propose consideration to destroy a document;
5. Conduct document destroy;
6. Make memorandum on document destroy.

Article 74 Set of Document on Document Destroy

Set of documents on document destroy are those document that memo an information on document destroys which must be protected in the storeroom of the organization that destroy a document at least for ten years from the date of destroy.

Set of documents on document destroy consist of document as follows:

1. Decision appointing committee to define value and destroy of documents;
2. Document account and report of document;
3. Meeting minutes of the committee define value and destroy of document;
4. Proposal for document destroy;
5. Decision for document destroy;
6. Memo on handover-receive document to destroy;
7. Memo on document destroy.

Chapter 8 Document Destroy and Define Value Committee

Article 75 Document Destroy and Define Value Committee

Document Destroy and Define Value Committee is organization that not situated, have roles as chief of organization at central and local level, relevant legal entities which receive appointment by the head of such organization.

Article 76 Human Resource Structure of Committee Leader to Define Value and Destroy of Document of Organization at Central Level

Structure of human resource of committee leader to define value and destroy of document of organization at central level consist of as follows:

1. Head of official office or head of office as the Chief;
2. Head of department, central, institution and state organization equivalent as the Deputy Chief;
3. Representative of national document department, ministry of home affairs as the committee;
4. Representative of the storeroom as the committee.
The storeroom as the secretary.

Article 77 Human Resource Structure of Committee Leader to Define Value and Destroy of Document of Organization at Provincial Level

Structure of human resource of committee leader to define value and destroy of document of organization at provincial level consist of as follows:

1. Provincial, capital head of official office as the Chief;
2. Head of department, department organization equivalent as the Deputy Chief;
3. Representative of home affairs department as the committee;
4. Representative of the storeroom as the committee.
The storeroom as the secretary.

Article 78 Human Resource Structure of Committee Leader to Define Value and Destroy of Document of Organization at District Level

Structure of human resource of committee leader to define value and destroy of document of organization at district level consist of as follows:

- | | |
|---|----------------------|
| 1. Head of official office district, municipal, city | as the Chief; |
| 2. Head of office, state organization equivalent office | as the Deputy Chief; |
| 3. Representative of home affairs office | as the committee; |
| 4. Representative of the storeroom | as the committee. |
- The storeroom as the secretary.

Article 79 Rights and Duties of the Committee to Define Value and Document Destroy

The committee to define value and document destroy have rights and duties as follow:

1. Study on document protected term, select valued document to be protected and have national meaning to handover to the storeroom of its organization;
2. Handover valued document to be protected and have national meaning to ministry of home affairs after stored for five year at the storeroom of its organization;
3. Select valueless document to destroy;
4. Propose to the head of organization to consider approve for result of document to define value or considering document destroy;
5. Summary, evaluate and report defining document value and document destroy to its upper level regularly;
6. Utilize rights and perform other duties according to defined in the law.

The committee to define document value and document destroy perform duties and activate work by holding meeting regime every six month and one year.

Part V

Build, Empower Staff and Technical Services

Article 80 Build, Empower Staff

Organization at central and local level, relevant legal entities can host training and empower staff who responsible on management activities and copies of document according to its condition, actual capability and scope of responsibility.

Ministry of Home Affairs is responsible and act as host directly in training, building and empower staff who responsible on management activities and copy of document including to create lesson, teaching by cooperate with Ministry of Education and Sport according to defined in the law on education and the law on vocational education.

Article 81 Technical Services

Technical services are providing services on copying document in the storeroom of organization at central and local level, relevant legal entities such as providing technical consulting, protection, document protect system arrangement, restoration, transform document into digital system, using science, technology and electronic devices into copying document.

Individual, legal entities or organization with purpose to provide technical service according to defined in this Article except confidential document, national stability and public security shall have primary condition as follows:

1. Have business registration;
2. Get approval to operate technical services from home affairs divisions;
3. Have building, location, devices, human resource and environment that appropriate;
4. Have certificate of specialist on document knowledge.

Part VI Prohibitions

Article 82 General Prohibition

It is prohibited to individual, legal entities and organization with behavior as follows:

1. Using history document for purpose and target that conflict to the national benefits, righteous of the organization and individual;
2. Advertise with false information, slander the performance of employee-state personnel who work on document management and copy;
3. Threatening, obstacle a performance of employee-state personnel who work on document management and copy;
4. Bring or deliver history document out of the country without approval from the government;
5. Falsify or use fake document;
6. Destroy document without agreement and approval from the document management activities organization;
7. Have other behavior that conflict to the law.

Article 83 Employee-State Personnel Prohibitions

It is prohibited to employee-state personnel with behavior as follows:

1. Use or disclosed document with content that conflict to policy pathway, constitutions, law, national stability, public security and well cultural, harmony of Lao ethical peoples;
2. Sell or distributed the national confidential document including exchange to other individual or keep for personal, destroy and damage to such document;
3. Destroy, hiding document, use the national confidential document out of the country and services important information that related to national security and public security without approval;
4. Other behavior that violates the law.

Article 84 Prohibited for Person Using Document in the Storeroom

It is prohibited for person using document in the storeroom with behavior as follows:

1. Bring document and objects related to document in or out of the storeroom without approval;
2. Destroy, make damage to document and property of the storeroom;
3. Have other behavior that violate the law.

Part VIII
Management and Auditing of Document Activity
Chapter 1
Document Activity Management

Article 85 Document Activity Management Organization

The government is managing a document activity centrally and fairness throughout the country with organization at central and local level as the implementor.

The government assigned to the ministry of home affairs as the chief in managing document activity according to its roles and cooperate with relevant organization at central and local level.

Document management organization consist of:

1. Organization at central and local level;
2. Ministry of Home Affairs;
3. Provincial, Capital Home Affairs Department;
4. Home Affairs Office at district, municipal, city;
5. Village authorities.

Article 86 Rights and Duties of the Organization at Central and Local Level

In managing document activities, organization at central and local level have rights and duties according to its responsible with cooperate with home affairs division as follows:

1. Enhance policy pathway, strategic plan, law and regulations on document activities which upper level set out as regulations, plan, work plan, its project and implementation;
2. Advertise publish the law and regulation on document activities within it organization;
3. Guide, support, follow up the implementation of document activities within its organization;
4. Manage document, consider, follow up, monitoring, support resolve incoming-outgoing document, sign a document, use of sealed, create set of document and handover set of documents into the storeroom;
5. Gather, system arrange, define value, register statistic, protection and document information services to society;
6. Handover valued document with permanent protected and have national meaning to the Ministry of Home Affairs;
7. Research, build improvement plan and construct system of the storeroom, purchase equipment to serve document activities;
8. Training, upgrade and build employee on specialist on document management and copy;
9. Contact, cooperate with foreigner on document activities according to assignment;
10. Coordinate with home affairs division to activate its activities;
11. Summary and report the implementation of document works to upper level and home affairs divisions regularly;
12. Use other rights and perform works according to defined in the law.

Article 87 Rights and Duties of the Ministry of Home Affairs

In managing document activities, ministry of home affairs have rights and duties as follows:

1. Research policy, strategic plan, law and regulations on document activities;
2. Advertise publish policy, strategic plan, law and regulations on document activities throughout the country;

3. Guide, support, follow up the implementation of document activities throughout the country;
4. Gather document, valued document for permanently protected and having national meaning to be safe, document information services to serve education research of society;
5. Research on science-technology into document management and copy activities;
6. Training, upgrade and build employee on specialist on document management and copy;
7. Coordinate with organization at central and local level, relevant legal entities in implementing document activities;
8. Contact, cooperate with foreigner, region and international on document activities according to assignment;
9. Summary and report the implementation of document works to the government regularly;
10. Use other rights and perform works according to defined in the law.

Article 88 Rights and Duties of the Provincial, Capital Home Affairs Department

In managing document activities, provincial, capital home affairs department have rights and duties according to its responsible as follows:

1. Enhance policy pathway, strategic plan, law and regulations on document activities which upper level set out as regulations, plan, work plan, its project and implementation;
2. Advertise publish the law and regulation on document activities;
3. Guide, support, follow up the implementation of document activities;
4. Manage document, consider, follow up, monitoring, support resolve incoming-outgoing document, sign a document, use of sealed, create set of document and handover set of documents into the storeroom;
5. Gather, system arrange, define value, register statistic, protection and document information services to society;
6. Handover valued document with permanent protected and have national meaning to the Ministry of Home Affairs;
7. Research, build improvement plan and construct system of the storeroom, purchase equipment to serve document activities;
8. Training, upgrade and build employee on specialist on document management and copy;
9. Contact, cooperate with foreigner on document activities according to assignment;
10. Coordinate with department, state organization of province, capital in implementing document activities;
11. Summary and report the implementation of document works to ministry of home affairs and provincial, capital authorities regularly;
12. Use other rights and perform works according to defined in the law.

Article 89 Rights and Duties of the Home Affairs Office at District, Municipal, City

In managing document activities, home affairs office at district, municipal, city have rights and duties according to its responsible as follows:

1. Advertise publish policy pathway, strategic plan, the law and regulation on document activities;
2. Guide, support, follow up the implementation of document activities within home affairs office at district, municipal, city;
3. Manage document, consider, follow up, monitoring, support resolve incoming-outgoing document, sign a document, use of sealed, create set of document and handover set of documents into the storeroom;

4. Gather, system arrange, define value, register statistic, protection and document information services to society;
5. Handover valued document with permanent protected and have national meaning to the provincial, capital home affairs department;
6. Research, build improvement plan and construct system of the storeroom, assemble equipment to serve document activities;
7. Training, upgrade and build employee on specialist on document management and copy;
8. Cooperate with office, state organization equivalent to office at district, municipal, city and other relevant sectors in implementing document activities;
9. Summary and report the implementation of document works to provincial, capital home affairs department and district, municipal, city authorities regularly;
10. Use other rights and perform works according to defined in the law.

Article 90 Rights and Duties of Village Authorities

In managing document activities of village authorities which is the management-service work unit as the chief have rights and duties as follows:

1. Implementation work plan of the district, municipal, city on document activities;
2. Manage document of the village authorities, manage incoming-outgoing, print, photocopy, create set of documents and use printing model document according to define in the ministry of home affairs;
3. Handover valued document with permanent protected and have national meaning to the district, municipal, city;
4. Manage document, storage and use village seals to be safe, effective and efficient;
5. Assemble equipment use and cabinet to store document;
6. Cooperate with district, municipal, city and another relevant sector on document activities;
7. Summary and report document activities movement to the home affairs office at district, municipal, city regularly.
8. Use other rights and perform duties according to defined in the law.

Article 91 Rights and Duties of Individual, Legal Entities, Social Organization and Other Relevant Sectors

In managing document activities, individual, legal entities, social organization and other sectors that related to rights and duties cooperation with home affairs divisions in managing, promote and develop management activities and copy document according to its roles and responsibility.

Chapter 2 Document Auditing

Article 92 Document Auditing Organization

Document activity monitoring organization consist of as follows:

1. Internal audit organization which is the same organization on managing document activities according to defined in Article 85 of this law;
2. External audit organization is the National Assembly, Provincial People's Court, State Audit Organization, Lao Front National Construction, Lao Veteran Union, Mass Organization, media and citizen.

Article 93 Auditing Content

Auditing activities on document have primary content as follows:

1. Implementation of policy pathway, strategic plan, law and regulations on document activities;
2. Implementing work of employee-state personnel who responsible document work;
3. Build, empower, use and perform policy to employee-state personnel who work with document;
4. Assemble and use of equipment, vehicle, capital and budget into document works.

Article 94 Form of Audit

Form of audit have three form as follows:

1. Audit regularly;
2. Audit by inform in advance;
3. Audit immediately.

Audit regularly is to audit according to schedule and have certain time set out.

Audit by inform in advance means audit out of plan when deem necessary which must inform to the person know in advance.

Audit immediately means urgently audit without inform the person to know in advance.

Part VIII

National Document Day and Marks of Document Activity Management Organization

Article 95 National Document Day

Government set on 24 October of each year to be the national document day which every year it is allowed to host ceremony of such day to think of race, results, lesson, update and development of document activities.

Article 96 Marks of Document Activity Management Organization

Document management organization have specific mark to activate its activities.

Part IX

Policy toward Person with Outstanding Performance and Measurement to Offenders

Article 97 Policy toward Person with Outstanding Performance

Individual, legal entities or organization with outstanding performance in implementing this law shall receive compliment and other policy according to regulation.

Article 98 Measurement to Offenders

Individual, legal entities or organization who violate this law shall be subjected to measurement on educate, warning, discipline, penalty, responsible to civil damage or criminal penalty according to compromise or serious.

Part X
Final Provisions

Article 99 Implementation

The government of Lao's People Democratic Republic is the implementer of this law.

Article 100 Effectiveness

This law is effective from the date of the President of the Lao People's Democratic Republic issue the decree on promulgated and after has posted on the government bulletins for fifteen official days.

Any terms, provisions that conflict to this law shall be cancelled.

President of National Assembly
[Sealed: Lao PDR – President of National Assembly;
Signed: Pany Yatortou]