



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

Government

**No. 293/GOV
Vientiane Capital, date 13 August 2015**

**DECREE
On
Official Documents**

- Pursuant to the Government Law of Lao People's Democratic Republic, issue no. 02/NA, dated 06 May 2003;
- Pursuant to the Resolution of the Government Ordinary Meeting by June 2015, issue no. 06/NA, dated 20 July 2015;
- Pursuant to the Proposal of the Minister of Ministry of Home Affairs, issue no. 195/MOJ, dated 06 August 2015.

The Government issued decree:

Chapter 1

General Provisions

Article 1: Objectives

This decree determines the principles, regulations on the official documents activities to ensure the management, follow up, monitoring, controlling and a copy of the official documents to be systematically, effective and fairness throughout the country.

Article 2: Official Documents

The official documents are documents organized by the party, state, organization, society, legal entities, individuals who created and use in the official work.

Article 3: State Official Documents Practice Principles

In practicing the official document's work, the following key principles shall be applied:

1. Consistency with the policies' direction, constitutions, laws, and regulations;
2. Centralize management and equality;
3. Maintain systematically and able to provide information on time;
4. Strictly maintain the official documents as confidentially.

Article 4: Scope of Application

This decree applies to the organization of the party, state, organization, society, legal entities, individual domestic and foreign countries that collaborate with the official work in Lao PDR.

Chapter 2

Classification, Composition and Formulation of the Official Documents

Article 5: The Official Documents Classification

The classification of the official documents that being used in the implementation of the official work shall include:

1. Legislation documents: classification, system and formulation of legislation shall be complied with the Law on the Establishment of Legislation, issue no. 19/NA, dated 12 July 2012.
2. Administrative documents: classification and system of administrative documents include: Statements, Contracts, Projects, Plans, Summary, Reports, Memorandum, Proposal, Authorized Certificate, Certificate, Notification Letter, Announcement, Telephone, Invitation Letter, Delivery note, and others related administrative work.
3. Division documents: classification and system of division documents shall be relevant sectors to research on the format in coordination with by Ministry of Home Affair.

Article 6: Composition of the Official Documents

The Composition of the Official Documents shall include:

1. National symbol;
 2. Country Name and National slogan;
 3. Name of the organization promulgating the documents;
 4. Document number and initials of the organization;
 5. Place, date, month, and year of issuance of the document ;
 6. Name and Summary of documents;
 7. References to the issuance of documents;
 8. Overview content of the document;
 9. Position, signature, name, and surname of the signatory;
 10. Seal;
 11. Urgent seal, Specifically Urgent or Confidential, Specifically Confidential, if necessary;
 12. Place of Delivery according to each circumstance of the document.
- For the Composition of the official document of any individuals, legal entities and other organizations shall implement according to the instruction as separately.

Article 7: Formulation of the Official Documents

Formulation of the official documents shall refers to the purpose, objective, expectation, format and content of the document that intend to formulate depends on the format, different formulation methods according to each classifications and organization that formulated the document, which the details shall be implemented according to the separate instructions.

Chapter 3

Incoming-Outgoing Documents Management

Article 8: Incoming-Outgoing Documents Management

Incoming-Outgoing documents management means following up, monitoring, support, distribute the official documents in its organization, make it clear, quick, safe, effectiveness and applies the modern devices in managing the official documents as well as ensure the confidentiality on a case by case basis.

Article 9: Incoming Documents Management

Incoming documents management shall be implemented according to the procedure as follows:

1. Review the name and content of the document;
2. Receive and Register the document;
3. Deliver to the recipient to update the document;
4. Provide comments on those authorized persons who have the right to consider and amend the document;
5. Encourage and monitoring the correction of documents;
6. Make one copy of each documents.

Article 10: Outgoing Documents Management

Outgoing documents management shall be implemented according to the procedure as following:

1. Examine the composition, content and techniques of document formulation;
2. Signature, seals, and name of the signatory;
3. Enter the number of Incoming document, initials of the organization, date, month, and year of issuance of documents; For document numbers, date, and year shall be written in International numbers, for the month shall be written in Lao language;
4. Register and deliver to the recipient, encourage and monitoring the correction of documents;
5. Collect and maintain one of the original hard copied.

Article 11: Responsibility for Incoming-Outgoing Documents Management

The head of each organization is responsible for supervising on the management of incoming-outgoing documents in its organization and clearly assign its responsibilities.

Civil Servants who responsible for managing and copying the document shall be qualified by having a clear Curriculum Vitae, strong political quality, be loyalty to the direction of the party-state, have qualification, revolutionary morality, be professional in managing and copying documents, office management, secretary or have been trained, studied, utilize technology and science in managing and copying documents.

Article 12: Formulation of Incoming-Outgoing Documents

Civil Servants who responsible for the Incoming-Outgoing documents work and relevant disciplines shall responsible for formulating documents by classifying, ordering, registering and maintaining documents for who are responsible for easy tracking and monitoring.

Article 13: Handover Documents to the Copy Room

Relevant sectors shall handover the official documents to the copy room in its organization to maintain.

Article 14: Management of the Official Professional Documents

Management of the official professional documents shall be implemented according to the instruction as separately.

Chapter 4

Documents Copying Work

Article 15: Documents Copying

Document copying is a professional activity which includes combining, classifying, determining the value of documents, registration to account, protection, document usage and provision of protection documents.

Article 16: Combination of Documents

The state, party organizations, mass organizations, social, legal entities, individuals are responsible for selecting most valuable documents for account registration and handover the files to its copy room.

Article 17: Classification of Documents

The state, party organizations, mass organization, social, legal entities, individuals are responsible for classifying the official documents by name and content of documents, work or any events that occurred in its operation to organize and classifying the documents.

Article 18: Determining the Value of Documents

The state, party organizations, mass organization, social, legal entities, individuals are responsible for determining the value, set the time and terms of maintaining, and selecting documents with valuable political, history, economy, socio-cultural, science-technology, National defense, security and foreign affair.

Article 19: Registration of Documents

The state, party organizations, mass organization, social, legal entities, individuals are responsible for registering the documents to account and filling which includes searching device and other relevant assemble devices that available in a systematic and centralized copy room to report the Ministry of Home Affairs regularly.

Article 20: Protection of Documents

The state, party organizations, mass organization, social, legal entities, individuals are responsible for protecting and restore the documents in their original and secure condition, by using temperature control system, humidity, fire protection, insect protection, devices and modern equipment as well as maintaining the documents that decomposed, tear, mold, to have a longer usage life.

Article 21: Use of Documents

The state, party organizations, mass organization, social, legal entities, individuals can use the document in a number of documents into education, political research, history, economy, socio-cultural, science-technology, National defense, security, foreign affairs and other activities.

Users shall follow the regulation on using the documents as well as pay for the fees and Services charge according to the regulation.

Article 22: Duration of the Documents Maintenance

Duration in documents maintains has two classifications as follows:

1. The protection of periodic documents is based on the importance of documents which starting from one year onwards;
2. The protection of permanent documents is a valuable document to use and research on Political, historical, economy, socio-cultural, science-technology, National Defense, Security and Foreign Affairs There is no time limit.

Article 23: Place of Protection of Documents

The places of document protection from the center to the local level are as follows:

1. Department of Internal Copy of the National Document Decentralization under the Ministry of Home Affairs for protection of documents in type of permanently valuable substances;

2. Copies of documents belonging to the party, state, mass organization, social, central level and local legal entities is protecting powerful document types in used.

Article 24: Provision of Protection Documents

Valuable documents for political, historical, and economic research, socio-cultural activities, science-technology, National Defense, Security and Foreign Affairs. The provision of protection documents shall be as follows:

1. Number of documents of the Ministry, the central equivalent organization with the coverage period preservation of fifteen years or more and permanent values must be accounted for and deposited in the Department of Internal Copy of the National Document Decentralization, Ministry of Home Affairs;
2. Number of provincial, city, local documents with age of protection but ten years or more and the permanent value must be recorded and handed over to the documents copied room of internal divisions according to their levels;
3. Documents copy of legal entities and individuals with permanently protected shall handover to the Division of Home affair.

For both central and local party organizations, the defense sector, security and foreign affairs shall have a specific document copy room according to actual conditions to protect a number of documents in its division.

Article 25: Protection of the Official Documents that Combined, Separated or Cancelled

Protection of the official documents that combined, separated, or cancelled shall be implemented as follows:

1. The official files with associated shall be accounted for and protected in the document copy room of the associated organization;
2. The official files with separated into two or multiple organizations shall be accounted for and hand over the relevant files to the copy room of the organization separated;
3. The official files of the cancellation organization shall be accounted for and handover the files of the organization or subordinate party to which it belongs.

Article 26: Files of documents that Handover to Ministry of Home Affair for Protection

Ministry of Home Affairs is the National data center for the protection of documents, the Ministry assigned to the Ministry of Home Affairs and consists of: Legislation, Documents Administrative and Political, historical, and economic documents, Culture-Social, Science-Technology, National Defense, Security and foreign affairs.

For the name of the type of document that shall be given to the Ministry of Home Affairs for the protection, following the instructions separately.

Chapter 5 Destruction of Documents

Article 27: Destroy of Documents

Documents to be destroyed are documents with undervalue of the information, cannot used in political, historical, economy, cultural and social research, intelligence, Science and Technology, National Defense, Security and Foreign Affairs.

Article 28: Documents to be destroyed

Documents to be destroyed are to be researched by the relevant parties, the files that are considered as important and necessary for official use shall be automatically copied.

Article 29: Procedure for Destroying Documents

Destroying documents shall be implemented according to procedures as follows:

1. Assign the documents destroy committee;
2. Register the files of lose value documents;
3. Organize a meeting to evaluate the value of documents of the Committee;
4. Propose to destroy the documents in written;
5. Issue an Agreement for destroying the lose value documents;
6. Conduct the destroying of lose value documents;
7. Make a memo on destroying of lose value documents;
8. Filling on destroying of lose value documents and maintain for twenty years.

Article 30: Documents Destroy Committee of Ministries, Organization

Documents destroy committee of Ministries, Organization shall consists of:

- Head of the Prime Minister Office or Head of the Cabinet of the Ministries, Organization Head;
- Representative of Departments, Institution or Center that propose for destroying documents Deputy Head;
- Representative of the Head of the Department of Internal Copy of the National Document Decentralization, Ministry of Home Affairs Committee;
- Representative of the Official Copy Room of Ministries, Organization Committee.

Article 31: Provincial, Capital Documents Destroy Committee

The Provincial, Capital documents destroy committee are consist of:

- Head of the Provincial, Capital Office Head;
- Representative of the Division that propose For destroying documents Deputy Head;
- Representative of the Provincial, Capital Home Affair Division Committee;
- Representative of the Provincial, Capital Copy Room Committee.

Chapter 6

The Official Document's Management and Inspection Organization

Article 32: The Official Document's Management and Inspection Organization

The official document's management and inspection organization consists of Ministry, Organization, Provincial, Capital, District and Municipality.

Article 33: Responsibilities of the Ministry of Home Affairs

Ministry of Home Affairs is responsible for managing and inspecting the official documents work as follows:

1. Research, propose for formulation or formulate legislation on the management and inspection works of the official documents;
2. Science and Technology Research and apply modern technology in the management of the official documents;
3. Advertise and introduce those legislations to organizations from the central level to local level on the management and inspection of the official documents;
4. Guide, encourage, monitor and inspect the implementation of the management works and inspection of the official documents throughout the country;

5. Gathering, protect the most valuable official documents to be safe, providing information of the file documents to serve in studying and researching of the society;
6. Organize the training, upgrade and develop professional staffs on the management and inspection of the official documents;
7. Coordinate with relevant Ministries, Organizations and Local Administrations in its work movement;
8. Communicate and cooperate with foreign, regional and international organizations on the management and inspection of the official documents per assigned;
9. Summarize, evaluate and report on the implementation of management and inspection of the official documents to Government on a regular basis.

Article 34: Responsibilities of Ministry, Organization, Provincial, Capital, District, and Municipality

Ministry, organization, provincial, capital, district and municipality are responsible for the management and inspection of the official documents within the scope of its responsibilities as follows:

1. Advertise and introduce those legislations on the management and inspection of the official documents within the organization;
2. Guide, encourage, monitor and inspect the implementation of the management works and inspection of the official documents within the organization;
3. Gathering, protect the most valuable official documents to be safe, providing information of the file documents to serve in studying and researching of the society;
4. Handover the files of documents to the Department of Internal Copy of the National Document Decentralization, and Home Affairs according to each management levels;
5. Organize the training, upgrade and develop professional staffs on the management and inspection of the official documents;
6. Coordinate with the internal sectors in its work movement;
7. Summarize, evaluate and report on the implementation of management and inspection of the official documents to Government on a regular basis.

Chapter 7
Final Provisions

Article 35: Implementation

Assign the Ministry of Home Affairs to issue instructions, organize, disseminate, monitor and encourage on implementing this decree effectively and efficiently.

Ministries, organization, local authorities, legal entities, or individuals shall acknowledge and implement this decree strictly.

Article 36: Effectiveness

This decree is effective from the date of signature and after posted to the government bulletin for 15 days.

Any terms, provisions that conflict this this decree shall be cancelled.

On behalf of the Government,
Prime Minister

[Sealed: Lao PDR – Prime Minister; Signed: Thongsing Thammavong]