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LAW OF THE KYRGYZ REPUBLIC
On Access to information held by state bodies and
local self-government bodies of the Kyrgyz Republic

On implementation of the Law see Decree of the President of KR dated 8
May 2007 VII # 240

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CHAPTER I.
GENERAL PROVISIONS

Article 1. Purpose of the Law

The purpose of this Law is providing the implementation and the protection of the right of access to information held by state bodies and local self-government bodies, and ensuring the maximum informational openness, publicity and transparency about the activity of state bodies and local self-government bodies.

Article 2. Scope of this Law

1. This Law shall regulate the relations on the access of individuals and legal entities to information held by state bodies and local self-government bodies.
2. The obligation on providing the information is laid on all State bodies and local self-government bodies.

State bodies are organizations established on permanent basis in accordance with Constitution of the Kyrgyz Republic, constitutional and other laws, decrees of the President of the Kyrgyz Republic, tasked to implement the functions of legislative, executive or judicial powers, and to take decisions with mandatory execution and to provide their implementation, financed from state budget, and also any territorial subdivision or structural unit carrying out the functions or part of functions of the central state body.

Local self-government bodies are representatives, executive-administrative and other bodies, formed by the local community for solving issues of local importance, and also any territorial subdivision or structural unit carrying out functions or part of the functions of the LGB.

Terms "state body" and "local self-government body" also mean any institution, including its territorial subdivision or structural units, financed fully or partly from national or local budget, and carrying out functions not related with realization of state power or functions of self-government, including institutions of health, education, information, statistics, consultation and credit issues.

3. This Law shall not apply:

- to cases on citizens' applications /appeals with complaints and petitions to the state bodies and local self-governments;
- to cases dealing with access of state bodies or local self-government bodies to information held by other state bodies or local self-government bodies;
- to cases dealing with access to information, access to which is restricted in accordance to the legislation of the KR.

Article 3. Guarantees and principles on access to information

Everyone has a guarantee of the right to access to information held by state bodies and local self-government bodies.

The main principles of freedom of access to information are accessibility, objectivity, timeliness, openness and truthfulness of information.

The state shall defend the right of each person to seek, receive, research, produce, impart and disseminate information.

Restrictions to the access and dissemination of information shall be established only by law.

Article 4. Openness, publicity and transparency in an activity of state bodies and local self-government bodies

1. Activities of state bodies and local self-government bodies are open, transparent and public.

2. Information about activity of state bodies and local self-government bodies are available to all. Any restriction of access to information held by state bodies and local self-government bodies is prohibited, except cases specified by article 5 of this Law.

3. Decision on refusal the access to information should be justified and substantiated, only on the basis of article 15 of this Law.

4. Citizen should not be refused the access to the decision, on which basis the access is restricted. Documents and materials containing data, to which the access to information should be

restricted in accordance with legislation of Kyrgyz Republic, shall be provided with part which does not include that data.

Article 5. Restriction to the access to information

1. Information of limited access is the information attributed to state secrets as well as confidential information.

Attribution of information to state secrets shall be realized in accordance with legislation of the Kyrgyz Republic on state secrets.

Confidential information is information containing official secret of state bodies and local self-government, as well as held by state bodies and local self-government bodies containing secrets of other people protected by law.

2. Confidential information containing official secret of state bodies and local self-government is the following information:

1) that concerning exclusively technical-organizational rules of security of the work of state bodies and local self-government bodies;

2) that describing the concrete content of closed hearings and sessions, as well as personnel position of official during closed session or voting.

3. Confidential information containing secret of other people protected by law, is information attributed in accordance with legislation of the Kyrgyz Republic to the secrets of private life, commercial, professional or other kinds of secrets. Officials of state bodies and local self-government bodies have responsibilities established by legislation of the Kyrgyz Republic for disclosure of confidential information, containing secrets of other people protected by law, if that information has become disclosed due to the official's exercise of the powers established by law.

Article 6. Ways of providing access to information

1. The main means of providing with information by state bodies and local self-government bodies are:

a) publication and dissemination;

b) providing with information **upon request**;

c) promulgation;

d) providing **immediate access** to documents and materials of state bodies and local self-government bodies;

e) providing immediate access to **open sessions** of state bodies and local self-government bodies.

2. State bodies and local self-government bodies are free to use any other means, not prohibited by legislation of KR.

3. Providing by state bodies and local self-government bodies with one of means of access to information about own activity **may not be the basis for rejection** on giving the access to Information by any other legal means.

CHAPTER II. PROVIDING INFORMATION upon spoken OR WRITTEN REQUEST

Article 7. Forms of making requests

1. Requests for information to state bodies and local self-government bodies may be sent in the following forms:

- spoken immediate request or by telephone;
- written request, delivering by personal hand-over, by post, by courier or by delivering on electronic communication channels.

2. Reply to a request shall satisfy in that form, in which it was requested.

3. In case when the document exists in more than one language, the document must be provided in the language which was indicated as preferable by the person in question.

Article 8. Spoken request for information

1. In case of spoken request or the one by telephone, the information shall be provided in spoken form.

2. in the spoken form, short notification is to be provided, to removes the necessity of making written requests. Those responsible for providing the information are not obliged to answer in spoken form.

3. If the spoken reply is not satisfactory for the citizen, he/she shall be explained about the procedure of making requests, and about other means of receiving information, in accordance with the provisions of this Law.

4. Every spoken request should be fixed in a journal, in an entry indicating the author, his /her telephone number, home address, date and time, subject or question of request, as well as information about state or municipal employee, who has attended to the request.

The journal and the procedure of filling it out shall be established by the Government of the Kyrgyz Republic.

Article 9. Form and content of a written request

In written form, the request must indicate:

a) name of the state body and (or) surname of official of state body and local self-government body, to whom it is addressed;

b) for citizens - surname, name, patronymic, date of birth, place of residence; for legal entities (or their branches and representative offices) - full name of a legal entity (branch, representatives office), location of management body (postal address), information about registration as a legal entity, surname and position of person who signed a request;

c) Subject of a request, which allows a reader to judge unambiguously the kind of information to be provided.

Person making the request is not obliged to explain the reason of his/her request. Person, asking the information, has the right to include the contact telephone number, and other

information which, in his/her opinion, could assist in executing the request.

State body and local self-government shall develop the templates for requests for information and provide access to these templates in the premise of the state bodies, LSG and in post offices. On the back page of the template there shall be guidelines on filling out, terms, procedure of receiving and payment for the access.

In formulating the subject matter, the request is not obliged to indicate all data of requested documents or materials. If the subject matter requires clarification; those responsible for replying have the right to clarify the matter by immediately contacting the requester on his/her initiative, using the indicated contact numbers. In a case of absence of a contact telephone, the one responsible for replying shall autonomously clarify the matter.

The request may be sent via post, courier, on electronic communication channels or personally delivered.

Article 10. Time frames of replies to written requests

Drafting of a reply to written request shall be executed within two weeks.

The starting point for the term starts from the day of receiving the request and ends on the day when a reply is transferred to the mail service, personally to author, or to his/her courier or representative or the day of sending of electronic communication channels.

If a request needs to be forwarded to another state body and local self-government body, the starting the term of reply is the day of receiving the request by **other state body** or local self-government body, which is obliged to provide the information in accordance with this Law.

If within two weeks term, a reply is not provided, the requester shall be informed about it, along with the reason of the delay. Period of prolongation may not exceed two weeks.

Not providing with reply to a request within the term established by this article, or absence of confirmation about prolongation of the term for reply shall be considered as a **refusal** of providing the reply.

Article 11. Procedure of review and satisfaction of written request

1. Every request shall be registered in state body and local self-government or private organization and contain the following:

- date of receipt a request;
- information about sender of request;
- short statement of the request subject;
- surname and position of the responsible person for drafting of the reply;

- explanation of refusing in provision with information (in the presence of information);
- size of payment for drafting of the reply (when payment is specified);
- information about forwarding the request to other state body and local self-government body;
- date of sending the reply to the person enquiring;
- other information describing main stages of drafting of the reply.

2. Request after registration shall be sent to person responsible for drafting of the reply. The responsible shall make a research of relevant documents and materials, copy and does a set of documents for the reply.

3. Answer to a written request about provision with information shall be all-encompassing, leaving no necessity for repeated request by the person concerned. The performer of the request is not obliged to consult the requester about the procedure of using the requested documents and materials.

4. Reply to the request must contain:

1) Note from the responsible person, including short formulation the request subject, list of documents being given, surname and position of the request executor, date of signature;

2) texts of documents being provided, or reference to them or part of the reference documents, if that part of information exhausts /satisfies the request and providing them instead of the documents, is definitely acceptable in accordance with nature of the request;

3) price list of input items and information services, as well as list of names and contact information of the main state bodies and organizations located in the district of the requester's, carrying out human rights protection, information and library service and providing information set in this Law.

Article 12. Additional guarantees of receiving information

1. If the state body or local self-government does not have and are not obliged to have documents and materials, requested in accordance with this Law, then person concerned shall be informed about it.

2. When another state body or local self-government body is the one who has the requested documents, then the request shall be forwarded to that relevant body. If in the requester indicated his/ her contact number or other means of communication, executor shall contact the requester and inform his/her about the forwarding of his/her request and notes about it in the written request.

3. If the required documents were promulgated, the executor of a request has a right to give a reference to the relevant source of the information's promulgation.

Article 13. Expenses on providing the information

1. Drafting of the replies to requests of citizens and organizations shall be done by state bodies and local self-government bodies free of charge, with the exception of cases established by point 3 of this article.

2. Person doing the written request shall pay by payment through the postal services upon the delivery of the reply.

3. For the requests which involve photo copying in a volume exceeding 5 pages, there shall be payment for providing the copying services, not exceeding that cost. Unified price list for the copying services and repayment terms shall be approved by the Government of the Kyrgyz Republic. State bodies and local self-government bodies have the right to exempt persons of socially vulnerable categories from payment.

Article 14. Requests in a form of text messages, transmitted through communication channels

1. The requests received in a text form, transferred through communication channels, shall be satisfied in the same form the documents, if the technical possibilities of the state body allow it.

2. If the request is done via e-mail, reply shall be sent in the same way to the address. If the requested information is not available in electronic format, then it shall be provided in other forms and means of transmission. The reply may contain attachment of the requested documents, or concrete links to the electronic versions of the documents and materials accessible in the global network.

3. If the request is done by fax, the reply may be sent similarly, if the volume of the required documents for satisfaction shall not prevent to it. In other cases the answer shall contain the procedure of receiving the information by other ways and means in accordance with provisions of this Law.

4. Registration and drafting of the reply to the electronic email request or fax shall be done in procedure provided for the written requests.

Article 15. Basis for rejection to a request

1. The following may be rejected, if the following are present:

1) the information or its parts contain documents which are categorized as information of restricted access, on the basis of the relevant laws of the Kyrgyz Republic and provisions of this Law;

2) the request is done with infringement of the requirements of article 8 of this Law;

3) the request of this person on the same subject is under review of the central body and its department, as well as in cases when state body and local self-government body does not

hold and is not obliged to hold the relevant documents in accordance with requirements of this Law.

2. State body and local self-government body have the right to refuse in provision with information to the request, which essentially coincides with the information given out earlier to the requester in a period of 3 months before the receipt the repeated request.

3. Rejection must include the following information:

1) Explanation with reference to the concrete links to the norms of legislation of the Kyrgyz Republic, on which basis the rejection was done;

2) means (ways) and procedure of appealing of the rejection.

CHAPTER III. PROMULGATION OF INFORMATION ABOUT ACTIVITY OF STATE BODIES AND LOCAL SELF-GOVERNMENT BODIES

Article 16. Provision with official information

1. The official information shall be provisioned by its promulgation. Additionally there may be provided the other means of access to official information.

2. Provision of official information shall be done by means of promulgation:

1) laws (statutory acts) in compliance with procedure and terms of publication, established for that;

2) information about current decisions and official events of state bodies and local self-government bodies;

3) annual reports of state bodies and local self-government bodies about results of work;

4) other informational materials.

Article 17. Promulgation of information about current decisions and official events

1. State bodies and local self-government bodies shall promulgate official information on the following:

1) Entrance to an office or resignation of the heads of the state bodies and local self-government bodies;

2) approval of the national and local budgets of the Kyrgyz Republic, as well as budgets of state bodies and local self-government bodies, change of national and local taxes rates and fee and procedure of discharge, including municipal and other payments;

3) adoption of legal acts on management of the material (property), which are on the ownership of the state or municipal bodies;

4) adoption of legal acts related to the allocation of land resources;

5) adoption of legal acts related to building which are fully or partly owned by foreign persons (legal entities);

6) signing and course of implementation of the international treaties;

7) response measures taken against emergency situations menacing to the life and health of the people.

2. State bodies and local self-government bodies have the right to bring to publicity's attention other information about current decisions and official events via resources of printing, audio-visual media and other means of public communication.

Article 18. Annual reports of state bodies on work results

1. The Government shall provide promulgation of the annual reports of the President to the people on state of affairs in a country, reports of the Constitutional court on the status of the constitutional legality and Ombudsman (Akyikatchy) on the state of affairs in the country in the area of human and citizens' rights and freedoms.

2. State bodies and local self-government bodies shall promulgate reports on their activity for the reporting period, reflecting dynamics of changes in the reporting period in a social-political, economic and cultural spheres, namely: the main statistic indicators on such immediateions as spending of the budgetary funds, sources and volume of the tax proceeds in the national budget and local budgets, production volume and consumption on separate sectors of the market, volume of the internal and external investments, combating criminality, health protection, migration of the population, ecology, and other important areas of its activity.

Article 19. Publication of information materials

1. The Government of the Kyrgyz Republic shall promulgate the summary information materials about the structure of the executive powers and procedure of their work. The summary shall include the description of the structure of government body, including their main competences and area of jurisdiction, surnames of the employees, incumbent in the executive positions, their work telephones, work addresses, routine of work with population.

2. The Government or other bodies of executive power on its behalf shall fund the promulgation of the official information materials in form of manuals (handbooks). The official editions, apart from the mentioned in the point 1 of this article, shall contain the information in the sphere of its activity, including names and addresses of other state bodies, as well as public unions, mass media organizations, legal consultations, notaries, libraries, educational institutions, communal services and other organizations which do protection of citizens' rights and legitimate interests. The term of expiry or renewal of such handbooks is defined by the need and urgency of the material contained in the handbook. The amount copies of the handbooks shall be defined by the amount distributed in the previous period.

The manuals must be accessible for acquisition at points of retail sale of the mass media.

Article 20. Duties of state bodies and local self-government bodies on providing the dissemination of information

1. State body and local self-government body are obliged to promulgate information annually and in available form, which includes:

- 1) its functions and tasks, powers, duties and annual budget;
- 2) list and description of services rendered by state body and local self-government body;
- 3) procedure of review and satisfaction of requests or complaints, which citizens and organization can use in relation to the activity of state body and local self-government body, and template of drafting a request or complaint;
- 4) information about system of documentation of the materials, types and forms of information at the disposal of the organization, categories of information and procedure of drafting a request;
- 5) Information on competences and duties of the heads and procedures of decision made by them;
- 6) Guidelines, rules and handbooks containing information about performing by own duties state body or local self-government body;
- 7) Mechanisms and procedures allowing citizens and organizations to present their own judgment (*opinion*) or influence in forming of policy or fulfilling the competences of these state bodies and local self-government body;
- 8) generalized information about citizen requests and organizations, and about results of the reviews and measures taken;
- 9) lists of information systems of common use, database, registers, registers which are under competence of state body and local self-government body, and registers of rendering for citizens and organizations information resources and services;
- 10) data on official visits and business trips of the heads and official delegations of state body and local self-government body;
- 11) data on official activities, organizing by state body and local self-government body, including sessions, meetings, briefing, collegiums;
- 12) data on decisions adopted during official activities, organized by state body and local self-government body;
- 13) data on policy plans of state body and local self-government body;
- 14) texts of official statements and formal addresses of heads and representatives of state body and local self-government body;
- 15) data on projects (*drafts*) of special and other programs elaborated by state body and local self-government body;
- 16) information about special and other programs of which the state body is either customer or executor, its goals and tasks, customers and main executors of programs, terms and expected results, amount of financing, stage of realization;

- 17) Information about execution of budget by state body and local self-government body;
- 18) Information about expenditure of funds of foreign technical assistance on projects and activities carrying out with participation of state body and local self-government body;
- 19) Analytical papers, reports, information reviews on the activities of state body and local self-government body;
- 20) information about main indexes showing the situation and dynamics of spheres in the competence of the state body;
- 21) forecasts done by the state body;
- 22) official statistical information collected and processed by state body;
- 23) information about open competitions, auctions, tenders, expertise and other activities conducting by state body and local self-government body, including:
 - rules of their conducting;
 - procedure of participation of individuals and legal entities;
 - committee panels for selecting the winner of the bid (execution of works, rendering of services) for state or municipal needs;
 - protocols of meeting of the commission's sessions;
 - procedure of appealing the decisions adopted by state body;
- 24) forms of petition /claim, established by legislation of the Kyrgyz Republic and entertaining to review state body and local self-government body;
- 25) Data about checks conducted by state body and local self-government body within their competence, and checks conducted in state body and local self-government body;
- 26) data on conditions of protection of population and its territory from emergency situations and assumed measures on them, forecast emergency situations, methods and ways of protection of population from them, as well as other information liable in accordance with laws to bring to citizens and organization in accordance with the law;
- 27) list of civil agreements concluded by state body and local self-government body with individuals and legal entities;
- 28) data on entrance of citizens to state and municipal service in this state body and local self-government body: procedure of entrance of citizens to state and municipal service; list of existing vacant public positions of public service, municipal positions of municipal service; qualification requirements to candidates for vacant positions in public service, municipal positions of municipal service; conditions and results of competitions for filling of vacant position of public service, municipal positions of municipal service.
- 29) Data on the interaction of state body and local self-government bodies with other state bodies and local self-government bodies, public unions, political parties, trade unions and other organizations, including international organizations;
- 30) information about heads of state body, its organization departments, foreign branch offices, territorial departments, lower organizations (surnames, names and patronymics,

biographical information - by the approval with mentioned persons);

31) structure of state body and local self-government body, information about tasks and functions of their organization departments, postal addresses, telephones of referrals services and address properties, including postal address, e-mail address, number of their employees and size of salary fund;

32) information about organizations which under jurisdiction of state body and local self-government body: list of organizations, their postal and legal addresses, telephone; description of fulfilling by them tasks and functions, information about their establishment, reorganization and closing, number of their employees, main indicators of activities, size of salary fund;

33) telephone numbers and address data, including postal address, e-mail address, subdivisions of state body and local self-government body on working with requests of citizens and organization, information about procedure of these subdivisions' work.

34) list of foreign representative offices of state body and local self-government body, telephones and address details, e-mail address;

35) list of international organizations in whose activity and local self-government body the state body takes part;

36) information about participation of state body and local self-government body in realization of international treaties of Kyrgyz Republic and programs of international cooperation.

Article 21. Dissemination of official information through the mass media

1. Press service of the state bodies and local self-government bodies, as well as employees responsible for informational work with population, are obliged to supply the editorial staff of the mass media with information and materials on activity and decisions of the state bodies and local self-government bodies.

2. State bodies and local self-government bodies are obliged to reward their employees who actively engages with the media, by giving out statements, official explanation the position of state bodies on sharp issues under their activity.

CHAPTER IV. PROVIDING IMMEDIATE ACCESS TO DOCUMENTS AND MATERIALS OF STATE BODIES AND LOCAL SELF-GOVERNMENT BODIES

Article 22. Forms of providing the immediate access

Immediate access to the documents and materials of state bodies and local self-government bodies of shall be provided through:

1) official information pool of state bodies and local self-government bodies;

2) library pool of the official information;

3) databases.

Article 23. Providing access of publicity to state pool of official information of state bodies and local self-government bodies

1. State bodies and local self-government bodies shall form available to all pools of the official information.

2. Access to the pools must be provided by means of immediate familiarization of citizens in the location of the relevant body.

3. Legal acts, other documents and materials shall be part of the pool of the official information and become available for familiarization not later than after a week from the date of signing, or signing of the acts in relation to which relevant documents and materials are being considered.

4. An examination shall be made against not violating the wholeness of the confidential manner information, determining the part of the documents and materials to which the access should be restricted. The parts of the documents and materials which do not include confidential information must be prepared for familiarization and accessible no later than after week from the day of signing the relevant document. Surname and position of the expert shall be indicated in the document or the material.

5. For providing access to the documents and materials the relevant state body and local self-government body shall keep a filing folder for familiarization of society, and other folder with master copies of the documents and materials. Documents and materials in the folders shall be placed in a chronological order. inventory of the documents and materials composing the filing for familiarization shall be made at least once a month. For the convenience of easy search of documents, the inventory shall be placed into the filings. Data of the inventories of the document filings and materials may be united into catalogues.

6. State bodies and local self-government bodies are obliged to take measures on providing the safety of the documents and materials, by composing the filings folders and establish relevant requirements for the access to them.

7. For working with the filings there shall be supplied the special places with conditions allowing to do abstract (*abbreviate*) from the documents and materials, and make copies from them. The conditions and procedure of provision documents and materials for copying shall be established by relevant state bodies and local self-government bodies.

Article 24. Access to library stocks of official information

1. State bodies and local self-government bodies shall send the official reports, informational materials, official manual editions and other documents and materials, which are at their disposal to libraries.

2. Upon receipt of the documents and materials the libraries of the Kyrgyz Republic shall create pools of the official information available to all.

Article 25. Access to data bases

1. State bodies and local self-government bodies shall do activities on developing and maintaining centralized automatized informational system of the official information, united in a database of the official information of the state bodies and local self-government bodies.

2. System of the official information must include database with full list and texts of the laws currently in force within territory of the Kyrgyz Republic. State bodies and local self-government bodies shall arrange /provide the access to the electronic versions of the documents and materials.

3. System of the official information must be accessible for users of the global digital networks. There shall be provided free of charge familiarization and free of charge electronic copying of the documents and materials containing in the centralized automatized informational system of the official information. State bodies are responsible for the trustworthiness of the electronic version of the document or other official information included to the centralized informational system of the official information.

4. State bodies and local self-government bodies have the right to recruit, on the contractual basis, specialized organizations for execution of the requests on provision with information by using databases of specialized organizations. The responsibility for the accuracy, the complex manner of the information provided by the specialized organization and execution of other requirements of this Law shall be held by the relevant state body and local self-government body. If the specialized organization does not have the required documents and materials which should be provided in accordance with this

Law, information on the request shall be provided by official of the state body and local self-government body, responsible for that.

CHAPTER V. PROVIDING ACCESS TO SESSIONS OF STATE BODIES AND LOCAL SELF-GOVERNMENT BODIES

Article 26. Openness of sessions

1. Sessions of state bodies and local self-government bodies are open for publicity, except for closed sessions.

2. Openness of the sessions shall be guaranteed with opportunity of the presence of the interested citizens who sent prior applications for participation in the relevant sessions.

3. Closed sessions of state bodies and local self-government bodies shall be conducted in cases of discussion of restricted information, in accordance with article 5 of this Law.

Article 27. Notification on conducting sessions

1. State bodies and local self-government bodies shall publish **monthly in mass media** the session plans including the agenda, date, time and place of conducting.

2. State bodies and local self-government bodies shall equip the place of meeting with informational stand (post), on which they hung information on its agenda, time, as well as whether open or close regime of the holding no later than one week in advance. In case of conducting the session in the close mode on the informational post they shall place the decision on the basis of which the restriction to access was done.

Article 28. Arranging attendance to sessions

1. The Citizens of the Kyrgyz Republic, representatives of legal entity of the Kyrgyz Republic have the right to attend sessions of the state bodies and local self-government bodies. In an effort to arrange attendance of citizens and (or) representatives of legal entities, state bodies and local self-government bodies shall keep record of persons wishing to attend a relevant session. The visitors are granted access to the session based on the information record about their signing up and personal identification document. The record should be include surname, name, patronymic of the citizen wishing to attend the session; for representative of a legal entity - surname, name and patronymic, name of the legal entity, and work status of representative. No other information and documents is necessary.

2. In the hall of the session, there shall be places for the visitors. The number of the places shall be estimated reasoning from number of the registered, but the total number of the places shall not be less than five on the sessions of executive bodies of public authority and local self-government bodies, and less than ten on the session of the Jogorku Kenesh of the Kyrgyz Republic and representative bodies of the local self-government bodies. At exhaustion of the limit of the visitors and non-appearance of someone, the priority of attendance shall be given in the following principle: first, to citizens, whose rights and freedoms may be immediately affected by the session decision, second, to citizens who have not attended the sessions of this body before or have not attended more than registered persons, third, to citizens who registered for attendance on the session earlier than others.

3. State bodies and local self-government bodies have a right to arrange additionally the access to sessions by means of immediate transmission of signal on the television set, based in other indoors situated in the place of location of the relevant body.

Article 29. Procedure of visitors attendance at sessions

1. The procedure of presence of visitors at sessions is defined by the regulation of work of the relevant state body and local self-government bodies. In case of violation of established rules of attendance on session, the chairman shall make reprove to the disturber, at the violation the second time, s/he shall evict him from the session hall.
2. Visitors attending session have the right to make minutes, and make photos, audio and video records, if it does not disturb the conduct of the session.

CHAPTER VI. WARRANTING OF ACCESS TO INFORMATION HELD BY STATE BODIES AND LOCAL SELF-GOVERNMENT BODIES

Article 30. Organizational measures on assistance to access to information

1. For organizing the access to information in structure of state bodies, special services shall be established authorizing relevant functions and powers in accordance with established procedure, or fulfilling of these functions shall be entrusted to other services and subdivisions, existing in a structure of state body and local self-government body, or to concrete official.

2. The function on providing requesters with information should be stated in the provision of the relevant state body and local self-government body.

3. The rights, duties, and responsibilities of the special services, subdivisions, and officials fulfilling activity on realization these functions shall be established by provisions on these services and subdivisions and job descriptions which shall be approved in accordance with established procedure.

4. At discretion of state body or local self-government body for realization the functions on providing access to information on contractual stipulation, the body may recruit organizations fulfilling the provision of information services. Details of these organizations (name of organization, post address, telephone and fax number, e-mail address, network address, and - properties of organization) should be brought to general notice.

5. The rules on fulfilling of the requests for information shall be established state body and local self-government in accordance with this Law.

6. The rules, indicated in point 5 of this article should contain the name and working mode of the relevant organizations, services, subdivisions or officials which are obliged to provide the access to information; category of information subject to providing, types of services related with its providing (including procedure of access to the automatized information system), procedure or payment of these services and other conditions of access.

Article 31. Arranging access to information in automatized informational systems

1. State bodies and local self-government bodies, for ensuring the right to access to information, shall use automatized information systems:
 - switch the mentioned systems to public network and place information on the official server (site, portal) of state body and local self-government body for unlimited access of citizens and organization, connected to this network;
 - create user stations, connected to public networks in the places easy available for citizen and organization: in the building state bodies and local self-government bodies, state and municipal libraries, post offices and in other places considered by legislation);
 - provide with e-mail address for receiving requests and sending requested information;
 - bear responsibility for content, trustworthiness and fullness of information placing on official server (site, portal).
2. In the documents created by the computer or telecommunication channels, it is obligatory to indicate all properties established for these documents. In case of providing the information in an electronic version, its trustworthiness shall be ensured by digital electronic signature or other electronic mean in the course of established by legislation.

Article 32. Duties of state bodies and local self-government bodies on providing the access to information

1. State bodies and local self-government bodies are obliged to:
 - provide technical-organizational and other necessary conditions for realization of the right of access to information;
 - guardianship of official documents comprising the information which liable to provision during set time in accordance with this Law, adopted acts upon them, as well as acts of the state bodies and local self-government bodies, whose assignees they are;
 - provide trustworthiness and fullness of providing information, keeping statutory terms and conditions of provisions;
 - ensure promulgation of official documents in established procedure.
2. If the provided information contains inaccurate or incomplete information, state bodies and local self-government bodies, on reasoned written complaint of person enquiring, are obliged to provide the information in more accurate or complete form in a possible short term, but not later than seven working days, following the date of receipt.
3. State bodies and local self-government bodies shall hold the register of official documents of which they are obliged to make notice to all. The register must include a name date of adoption, number of each publishing document and information about its promulgation. Bodies holding the role may establish other mandatory requirements to this role.

CHAPTER VII. IMPLEMENTATION GUARANTEES OF THIS LAW

Article 33. Organizational guarantees

1. State bodies and local self-government bodies shall:

- establish the structural subdivisions in own structure and entrust the responsibility persons with obligations on immediate (*immediate*) providing the provision with information of population;
- organize the opportunity to citizens receiving by telephone the short free of charge information regarding the procedure of realization of the provisions of this Law, including regarding specification of the request subject on provision with information, mode of work of the state body and local self-government body officials, procedure of familiarization with funds of official information.

Article 34. Informing of publicity about realization of this Law

1. State bodies and local self-government bodies shall conduct explanatory work among population with the help of mass media on procedure of implementation guaranteed by this Law about the opportunities of receiving information.

2. The state body annually publishes in mass media report by relevant state bodies and local self-government bodies on results of implementing the requirements of this Law.

Article 35. Review of the rejection of access to information

Request for review on cases of refusal to access to information, as well as other actions and decisions of responsible person, violating the requirements of this Law, may be sent to the superior officer, to the Ombudsman (Akyikatchy) of the Kyrgyz Republic or in the court, according to the legislation of the Kyrgyz Republic.

Article 36. Responsibility for violation duties on provision with information

Persons, who are guilty in default or improper execution of responsibilities on provision with information, shall be brought into responsibility under the criminal, administrative, civil, disciplinary or material liability, in accordance with the legislation of the Kyrgyz Republic.

CHAPTER VII. CONCLUDING PROVISIONS

Article 37. Effectiveness of this Law

1. This Law shall come into the force from the date of its official publication. Published in *Erkin To* newspaper 23 January 2007, issue N 5

2. The Government of the Kyrgyz Republic, within three months period shall:

- bring to the review of the Jogorku Kenesh of the Kyrgyz Republic suggestions about bringing legal acts in conformity with this Law;
- bring to the review of the President of the Kyrgyz Republic suggestions for resolving the managerial procedures, following from this Law;
- bring own statutory acts to conformity with this Law;
- provide bringing to conformity with this Law statutory acts of ministries, state committees and administrative departments and local state administrations.

3. Local self-government bodies shall take necessary measures, following from this Law, and bring own statutory acts to conformity with this Law.

President of the Kyrgyz Republic K. Bakiev

Ratified by Jogorku Kenesh (Parliament) of the Kyrgyz Republic on 14 November 2006