



شعبة الترجمة الرسمية  
Official Translation Department

## Law of the National Archives Center

Royal Decree No. M/55  
May 29, 1989

Translation of Saudi Laws



**NOTE:**

The translation of Saudi laws takes the following into consideration:

- Words used in the singular form include the plural and vice versa.
- Words used in the masculine form include the feminine.
- Words used in the present tense include the present as well as the future.
- The word “person” or “persons” and their related pronouns (he, his, him, they, their, them) refer to a natural and legal person.



National Center for Archives & Records



## **Law of the National Archives Center**

### **Article 1**

The terms mentioned in this Law shall have the meanings set forth in Article 1 of the Archives Law.

### **Article 2**

Under this Law, a center named the “National Archives Center” shall be established. Said Center shall report to the Chief of the Royal Court.

### **Article 3**

The aim of the Center is to implement the Archives Law. To this end, the Center shall use all possible means, including the following:

1. Draft the implementing regulations of the Archives Law, and implement said regulations upon approval.
2. Draft a unified classification guide for archives, and a coding guide for government agencies.
3. Collect, index, classify, code, keep, and maintain archives, and organize circulation thereof in accordance with the Archives Law, its implementing regulations, and the classification and coding systems.
4. Technically supervise and monitor the archiving processes at government agencies, and ensure the protection of archives.
5. Draft the administrative structure as well as the necessary administrative and technical procedures for the Center’s activities, and implement the same upon approval.
6. a) Provide data and information on archives to beneficiaries in accordance with the Center’s regulations.  
b) Collect laws, regulations, directives, agreements, and conventions in accordance with the Archives Law and its regulations.
7. Coordinate with agencies concerned with archives in the Kingdom, and exchange expertise and information therewith.
8. Cooperate with relevant international bodies in the field of archives through:
  - a) joining regional and international agencies and organizations concerned with archives; attending specialized seminars, conferences, and scientific workshops; and conducting related research; and
  - b) exchanging information with national archives centers worldwide.
9. Work with relevant agencies to qualify Saudi nationals in the field of archives, and take all necessary measures for this purpose.
10. Supervise the destruction of archives marked for destruction in accordance with the relevant regulations.



#### **Article 4**

The Center shall have a Board responsible for the following:

1. Setting up the Center's general policy and monitoring its implementation.
2. Proposing appropriate laws, regulations, and procedures to ensure proper implementation of the Archives Law.
3. Issuing the implementing regulations of the Archives Law.
4. Approving plans, programs, and projects proposed by the Center's administration.

#### **Article 5**

1. The Center shall have a Board comprising the following:
  - Chief of the Royal Court, Chairman.
  - Secretary General of the Council of Ministers, Member.
  - President of the Bureau of Experts at the Council of Ministers, Member.
  - Director General of the Center, Member.
  - Secretary General of King Abdulaziz Foundation (Darah), Member.
  - Secretary General of King Abdulaziz Public Library, Member.
  - Secretary General of King Fahd National Library, Member.
  - Deputy Director General of the Institute of Public Administration for Research and Information, Member.
  - Three archives specialists from among university faculty members or others, appointed pursuant to a high order for three years renewable only once, upon nomination by the Royal Court, Members.
2. A Deputy Chairman shall be designated from among Board members pursuant to a decision by the Board's Chairman.

#### **Article 6**

The Board shall convene under the chairmanship of the Chairman or Deputy Chairman. Board meetings shall not be valid unless attended by the majority of members, provided that the Chairman or Deputy Chairman is present.

#### **Article 7**

Board decisions shall be passed by a majority vote of attending members. In case of a tie, the Chairman of the meeting shall have the casting vote.

#### **Article 8**

The Center shall have a director general appointed at the rank Grade Fifteen.

#### **Article 9**

The Director General of the Center shall manage the Center. To this end, he may:

1. propose the Center's plans, programs, and projects, and oversee their implementation;



2. propose the implementing regulations of this Law;
3. propose a proper archiving system that is in line with technical and administrative development;
4. provide any suggestions he deems necessary to ensure work efficiency;
5. represent the Center before other entities;
6. implement Board decisions; and
7. submit periodic reports to the Board on the Center's work progress and achievements.

#### **Article 10**

The Center shall have an independent budget.

#### **Article 11**

This Law shall repeal any provisions related to archives which conflict therewith.

#### **Article 12**

This Law shall be published in the Official Gazette.

National Center for Archives & Records