

RECTOR'S ORDER

Jelgava

25.10.2022

No. 4.3-13/94

*On paid services
for the provision of information*

1. Based on Cabinet Regulation No. 940 "Regulations on Paid Services for the Provision of Information" and the Freedom of Information Law, at the request of an individual, I determine the following paid services for the provision of information at LBTU for:
 - 1.1. preparation and issuance of information from the LBTU archive,
 - 1.2. preparation and issuance of information from the LBTU information system,
 - 1.3. preparation and issuance of derivatives or duplicates of documented information.
2. I instruct the responsible personnel of the LBTU structural units to provide paid services (Annex 1) in the preparation of information at the request of natural and legal persons.
3. To exempt from the fee for paid services, persons who submit a relevant copy of the document evidencing the status (presenting the original):
 - if the information is requested by disabled persons,
 - if the information is requested by participants in the elimination of the consequences of the Chernobyl nuclear power plant accident,
 - if the information is requested by pensioners for whom the amount of the pension does not exceed the national minimum salary,
 - if the information is requested by individuals found to be destitute,
 - if the requested information is necessary for the protection of the rights and interests of the child,
 - if an individual has lost the document in an accident or due to unlawful conduct.
4. To reduce the amount of the fee from the paid service by 50 percent for a person who submits a relevant copy of the document evidencing the status (presenting the original):
 - if the information is requested by repressed persons,
 - if information is requested by guardians and representatives.
5. Provide free of charge publicly available information that does not need to be processed further.
6. The student can receive prepared information from the LBTU IS information system free of charge twice a year (once a semester).
7. The procedure for requesting and providing information is carried out in accordance with the procedure for Exercising the Rights of the LBTU Data Subject, in compliance with the provisions of the restricted information status.
8. Information on the production of a duplicate or on the issue of information from the LBTU archives is requested by an individual or their trustee (hereinafter - the requester) by submitting a written request (Annex 2) in person or by mail in paper form, electronically with an electronic signature or in online form. Online application is available on LBTU website and can be completed online at <https://www.llu.lv/lv/llu-arhiva-pakalpojumi>, by the requester certifying the

accuracy of his/her data.

9. The service fee has been prepared in accordance with Cabinet Regulation No. 333 “Procedures for Planning and Accounting of Revenues from Paid Services and Expenses Related to the Provision of these Services, as well as the Methodology for Determining the Pricing of Paid Services and the Procedure for Approving Pricing”.
10. A duplicate diploma is issued in person upon producing a personal identity document.
11. If the requester has indicated the method of receiving information by post, the person shall pay for postal services in addition to the service fee (Annex 1). For shipments abroad, the postal service fee is calculated in accordance with the pricing of Latvijas Pasts services.
12. For the translation of the prepared information, based on the documents in the archive, the payment for the service is calculated in accordance with the service agreement on the provision of Translation, Editing and Proofreading services for the needs of LBTU.
13. The information produced is only issued to the applicant upon receipt of proof of prepayment.
14. The responsible employee of the Communication and Marketing Centre shall post the price list of paid services for the provision of information and an application form in the section Archive services on the LBTU website.
15. To declare invalid Rector's Order No. 4.3-13/72 of 18 October 2021 “On Paid Services in the Provision of Information”.

Send order to: All faculties, Study Centre, Document Management Department, Financial Planning Centre, Resource Accounting Centre, Personnel Department, International Cooperation Centre, Language Centre, Sports Centre, IT and Scientific Equipment Centre, Communication and Marketing Centre, one copy in the file.

Acting Rector

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THIS DOCUMENT HAS BEEN SIGNED WITH A SECURE ELECTRONIC SIGNATURE AND CONTAINS A TIME STAMP