

LITHUANIAN HYDROMETEOROLOGICAL SERVICE UNDER THE MINISTRY OF ENVIRONMENT

I HEREBY APPROVE
Director of the Lithuanian
Hydrometeorological Service


Saulius Balys
___/04/2018

DESCRIPTION OF THE PROVISION OF AN ADMINISTRATIVE SERVICE

23/04/2018 No. 01
Vilnius

No.	Title	Description
1.	Code of the administrative service	01
2.	Version of the administrative service	01/23/04/2018
3.	Title of the administrative service	Issue of archival observation material
4.	Description of the administrative service	<p>Provision of archival observation material for persons, based on the information, in disposition of the Lithuanian Hydrometeorological Service under the Ministry of Environment (hereinafter – LHMS) or its structural departments. In order to receive information from the LHMS the claimant must submit a written application. The application must indicate the data and for what period is desired.</p> <p>Information may be provided for the claimant in accordance with the application submitted in verbal form or by providing an access to the document in the reading room of the archives.</p> <p>Upon refusal to submit information, the claimant must be provided the reasons for the refusal.</p>
5.	Legislation, regulating the provision of the administrative service	<ul style="list-style-type: none"> • Law on the Right to Obtain Information from State and Municipal Institutions and Agencies of the Republic of Lithuania; • Law on Public Administration of the Republic of Lithuania; • Rules for Processing Applications of Individuals and Their Service at Public Administration Institutions, Offices and Other Public Administration Entities, approved by the Resolution No. 875 of 22 August 2007 of the Government of the Republic of Lithuania; • Index of the Terms for Storing Documents of Special Activity, approved by the Order No. V-142 of the LHMS Director on 23 November 2016. • Rules for Document Management and Accounting, approved by the Order No. V-118 of 4 July 2011 of the Chief Archivist of the Republic of Lithuania;

No.	Title	Description
		Lithuania.
6.	Information and documents to be provided by a person making an inquiry	Application of access to the archival observation materials.
7.	Information and documents to be received by the LHMS	Application of access to the archival observation materials.
8.	Providers of the administrative service	LHMS archive, Expert of the Division of Strategic Management and Communication of the Administration Department Leonora Pusvaškytė, mobile phone: +370 648 06 581, e-mail: leonora.pusvaskyte@meteo.lt Archive open hours: I–V: 8.00-12.00
9.	Head of the administrative service	Head of the Administration Department Liudmila Romecka, mobile phone: +370 648 06 092, e-mail: liudmila.romecka@meteo.lt
10.	Length of the provision of the administrative service	On the same day.
11.	Price of the provision of the administrative service (in case of a fee for the service)	The administrative service is provided free of charge (if the person copies the data by himself), in case of requested copies – appropriate fees apply (Order of the LHMT Director No. V-38 of 19 March 2008 Regarding the Provision of Hydrometeorological Information to Educational and Scientific Institutions).
12.	Application form, filling example and content	Free application form.
13.	Information and communication technology, used in the provision of the administrative service	Information level
14.	Peculiarities of the provision of the administrative service	LHMS provides only available archival monitoring material
15.	Inclusion of the applications for administrative services into the document accounting	The description of the provision of services is included into the accounting and is stored at the Division of Strategic Management, file 1.59, in accordance with the documentation plan.

Chief Expert of the
Strategic Management and Communication Subdivision

Snieguolė Rastenytė

**DRAWING OF THE NECESSARY ACTIONS TAKEN IN THE PROVISION
OF THE ADMINISTRATIVE SERVICE**

