* 312, 075 227 125

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**MINISTRY OF INFORMATION SOCIETY AND ADMINISTRATION**

Pursuant to Article 59 paragraph (5) of the Law on Electronic Documents, Electronic Identification and Trust Services (\*) (“Official Gazette of Republic of North Macedonia” no. 101/19 and 275/19), the Minister of Information Society and Administration adopted the following

**METHODOLOGY FOR IMPLEMENTATION OF PROCEDURES AND TECHNOLOGICAL SOLUTIONS FOR SECURE ELECTRONIC PRESERVATION AND QUALIFIED SECURE ELECTRONIC PRESERVATION OF DOCUMENTS**

**Article 1**

The Methodology herein shall prescribe the implementation of the procedures and technological solutions for secure electronic preservation and qualified secure electronic preservation of documents.

**Article 2**

The electronic documents shall be preserved and saved in a format by using a method which:

-   Does not allow any changes in the already preserved and saved documents;

-   Allows format conversion;

-   Allows preservation and saving by using available technical and technological solutions.

**Article 3**

The procedure for secure electronic preservation of electronic documents shall be completed by using electronic signature or advanced electronic signature or electronic seal or advanced electronic seal and by using electronic timestamp placed at the moment of completion of the procedure for secure electronic preservation of the electronic documents.

The procedure for qualified secure electronic preservation of electronic documents shall be completed by using qualified electronic signature or qualified electronic seal and by using qualified electronic timestamp placed at the moment of completion of the procedure for qualified secure electronic preservation of the electronic documents.

**Article 4**

The implementation of the technological solutions for secure electronic preservation and for qualified secure electronic preservation shall be in accordance with ISO 14641 Standard.

**Article 5**

The Methodology herein shall enter into force on the next day after the day of publishing thereof in the “Official Gazette of the Republic of North Macedonia”.

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| No. 11/1-1169/2 |  Minister of Information  |
|  21 February 2020  | Society and Administration |
| Skopje |  **Damjan Mancevski** |