PRIVATE PROFESSIONAL EDUCATIONAL INSTITUTION

"KRASNOYARSK COOPERATIVE TECHNICAL SCHOOL OF ECONOMICS, COMMERCE AND LAW

 Interdisciplinary training project on disciplines "MDK 01.02 Ensuring that criminal, civil and administrative cases are considered by a judge" and "English language".

 On the topic: "The concept and types of organizational and administrative documents in the system of the Ministry of Internal Affairs of Russia".

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 category

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CONTENT

Annotation ………………………………………………………………… 3

Introduction ……………………………………………………………… 4-5

1 Theoretical aspects of organizational and administrative documentation in the ODE system ………………………………………………………………..... 5

1.1 The concept and features of organizational-administrative documentation……………………………………………………………………. 5

1.2 Classification of organizational and administrative documents …….. 6-7

2 General requirements for preparation and formalization of organizational-administrative documents ………………………………….…………….…… 8-9

Conclusion …………………………………………………………..…… 10

List of used sources ……………….…………………………………….. 11

**Annotation**

In this project I consider the creation of organizational and administrative documents of the Ministry of Internal Affairs of the Russian Federation as the basis of managerial activity. Also consider the classification of organizational and administrative documents and general requirements for their preparation and presentation.

**Keywords**

Organizational and administrative documents, document management, management activities, efficiency.

**INTRODUCTION**

**The relevance of the topic:** The establishment in our country of a State governed by the rule of law with effective institutions of representative, executive, judicial, production, science and education is conditioned not only by a comprehensive and full legal basis for their activities, but also the establishment of rational, specific rules and procedures for their functioning, including in the area of documents. In order to strengthen Russian statehood, the rational management of documentation can serve as an important reference point for strengthening the management apparatus and an essential element of its stability.

**Description of the problem:** The system of the Russian Ministry of Internal Affairs may use different formats and structures for organizational and administrative documents, such as orders, orders, instructions, etc. This can lead to difficulties in information management, document retrieval and analysis, as well as to ambiguities in their interpretation and application.

**The object of the study** of this course work is organizational and administrative documents in the system of the Ministry of Internal Affairs of Russia.

**The subject of this study** is the classification and features of documents.

**The aim of the study** is to study the concept, types and features of organizational documentation.

**In order to achieve this objective, it is necessary to:**

**1.**Study scientific and regulatory, regulatory and legal literature devoted to administrative documentation.

**2.**Analyze the features of organizational and administrative documentation. **3.**Identify problems of organizational and administrative documentation and develop ways to eliminate them.

**Hypothesis:** I believe that organizational and administrative documents have a significant impact on the effectiveness of the work of the Ministry of Internal Affairs.

**Methods of work:** collection and analysis of information.

**1 Theoretical aspects of organizational and administrative documentation in the ATS system**

* 1. **The concept and features of organizational and administrative documents**

Among the wide variety of types of business documents that apply to enterprises and organizations, organizational and administrative documentation (ORD) occupies a special place. It can be argued that organizational and managerial activities mainly consist in the development and implementation of solutions documented in the ORD. ORD is the most widely used type of documentation.

The concept of an organizational and administrative document is interpreted as follows: "Organizational and administrative documents are a type of written document that record decisions on administrative and organizational issues, as well as issues of management, interaction, provision and regulation of authorities, enterprises, organizations and officials."

* 1. **Classification of organizational and administrative documents**

Organizational and administrative documentation (EDR) includes the following groups of documents:
1) Organizational documents (statutes, regulations, instructions, staffing, etc. );
2) Administrative documents (orders, orders, orders, decisions, instructions, etc. );
3) Information reference documents (letters, acts, minutes, references, etc.).
 Organizational documents are necessary in order to create an organization, to establish its structure, staffing and composition of employees by posts, to define the functions of structural units, advisory and collegial bodies, to establish a working regime, to carry out the organization of work and distribution of duties among employees, to write the order of reorganization and liquidation of the organization.

 The organizational documents in the system of the Ministry of Internal Affairs of Russia include:
1) Order of the Ministry of Internal Affairs of the Russian Federation to establish a unit (internal affairs body);
2)Charter of the unit;
3) The Unit Regulation;
4) Regulations on structural units, collegial and advisory bodies;
5) Working Regulations, Internal Labour Regulations, Staff Regulations;
6) Structure and staffing;
7) Staffing table;
8) Instructions for certain activities;
9) the employee’s job description;
10) Leaflets.

 Executive documents are required to regulate the implementation of functions and tasks assigned to the unit. This includes directives, decisions, orders, orders, instructions.
Information and reference documents are those that contain information on the basis of which certain decisions are made, That is, such documents initiate management decisions and in doing so do not restrict the performer in choosing the way of managerial impact, as opposed to organizational and administrative.

Reference documents include: letters; memorials (memorials) and explanatory notes; proposals; submissions; minutes; acts; briefs; summaries; telegrams and telephones.

**2 General requirements for the preparation and preparation of organizational and administrative documents**

 The execution of documents means compliance in the course of their preparation, preparation, reprint, approval, certification, dispatch in the management apparatus of institutions (organizations and enterprises) of the requirements set in the legislation and regulationsof the Russian Federation.

 Regardless of the method of documentation and the type of media, the following basic requirements apply to documents used in management activities:

- legal validity of the document

(the legal validity of the document is a property of the official document, communicated to it by the current legislation, the competence of the issuing body and the established procedure for processing) ;

- creation of conditions for prompt execution of documents;

- the ability to quickly search for the document;

- the possibility of using office equipment to create, copy, process documents.

- ensuring a high-quality appearance of the document.

**Documentary requirements**

 The documents should look neat, be written correctly, without makeovers and corrections. Compliance with the rules for the production of documents on printers ensures the rational placement of all props, as well as making documents official and ensuring their quality.

All requisites of the document (except text) that consist of multiple lines are printed at the same line spacing. The component parts of the props are separated by 2 intervals. The maximum length of the line of each individual props (except text) is 28 characters. The text of the document is printed in one and a half intervals, aligned in width, use the font Times New Roman 14, in multi-page documents are numbered pages in the middle of the upper field except the first.

**CONCLUSION**

The document, as a carrier of information, acts as an indispensable element of the internal organization of any institution, enterprise, firm, ensuring the interaction of their parts. Information is the basis for management decisions, serves as evidence of their execution and source for generalizations, as well as material for reference and research.

In addition, documentation is in many cases mandatory, prescribed by law and public administration acts, and is therefore a means of strengthening the rule of law and control.

Clarity and speed in the processing and movement of documents ultimately determine the speed of decision-making. Therefore, in a rational organization of documents always pay great attention, especially in accounting, where late processing of financial documents can lead to negative economic consequences.

The hypothesis of my project has been confirmed, really organizational and administrative documents have a significant impact on the efficiency of the work of the Ministry of Internal Affairs

**SOURCE LIST**

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**5.** Google Online Translator

**6.** Dictionary of legal terms https://petroleks.ru/