PRIVATE PROFESSIONAL EDUCATIONAL COURSE

INSTITUTION "KRASNOYARSK COOPERATIVE TECHNOLOGY OF ECONOMICS, COMMERCIAL AND LAW"

Educational interdisciplinary professional project in the disciplines of "MDK. 01.05 Office management and secrecy regime" and "English language"

By topic: " Archival storage of documents"

 Completed by a student of the group: PDE-2(3)

 Specialty: Law enforcement activity

 Nesterenko Anna Romanovna

 Project leader: teacher highest qualification

 category

 Panasyuk Tatyana Vladimirovna

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**Annotation**

This project talks about the importance of archival storage of documents to ensure the safety and accessibility of information in the long term. The basic principles of the organization of archival storage, methods of storing and protecting documents, as well as tools and technologies used to manage archival materials are considered. The problems of storing and digitizing paper documents, as well as issues of preservation of electronic archives, are discussed. In conclusion, it is concluded that it is necessary to develop effective strategies for archiving documents to ensure the security and convenience of working with information in the future.

**Keywords**

Archival storage, documentation, document preservation, archive management, long-term storage, availability of information.

 **Introduction**

**Relevance:** Archival document storage remains important in the modern world of information technology. More and more documents are being created, which imposes new requirements on archival storage systems and information protection. With the increasing volume of data, there is a growing need for effective and secure information management to ensure its safety, confidentiality and accessibility.

 **Problem:** The main problem is ensuring information security and protection of confidential information in the archive. To do this, it is necessary to develop strict rules for accessing archived information, and regularly update software and hardware.

 **The purpose** - of the study is to study modern methods, technologies and approaches to organizations of effective archival storage.

**Project objectives:**

1. Analysis of the current state of archival storage in the organization, identification of problem areas and bottlenecks.

2. Study of modern technologies and methods of archival storage

3. Installation of protection measures

4. Improvement of archival documentation management processes

 **Hypothesis:** I believe that the use of modern technologies and methods of archival storage of documents in law enforcement agencies will improve the efficiency of the organization.

**The object** of the research of this course work is the archival storage of documents in the internal affairs bodies.

**The subject** of this study is the guaranteed storage of documents in the archives of the internal affairs bodies.

 **1 Characteristics of the archive fund**

**1.1 Classification of documentation in the archive**

 The Archival Fund of the Russian Federation is a historically developed and constantly replenished collection of archival documents reflecting material and spiritual life, having historical, scientific, social, economic, political and cultural significance.

The archival fund is understood as a set of archival documents that are historically or logically related to each other.

 Archival fund is an accounting and classification unit of the Archival Fund of the Russian Federation, which is a part of the documentary fund accepted for state storage, or a set of documents formed in the archive, historically or logically related to each other.

The practical implementation of the classification of documents by archival funds is called funding.

**1.2 Types of archival funds**

The varieties of the archival fund are:

* the archival fund of a state body, local government body, organization, consisting of documents of the Archival Fund of the Russian Federation and other archival documents formed in the course of their activities;
* a combined archival fund consisting of documents from the Archival Fund of the Russian Federation and other archival documents formed in the course of the activities of two or more organizations, as well as citizens, having historically and/or logically determined links between them;

Within the limits of the archival fund, the accounting and classification unit is the document storage unit. Storage units should be described, systematized, entered into inventories and arranged in an order that ensures their accounting, search and use.

Documents of the Archival Fund of the Russian Federation, which are privately owned, are received by state and municipal archives, museums, libraries, organizations of the Russian Academy of Sciences on the basis of agreements between these archives, museums, libraries, organizations of the Russian Academy of Sciences and the owners of these documents.

Archival documents belong to federal ownership:

1) stored in federal state archives, federal museums and libraries, organizations of the Russian Academy of Sciences (with the exception of archival documents transferred to these archives, museums, libraries, organizations of the Russian Academy of Sciences on the basis of a storage agreement without transferring them to ownership);

2) federal state authorities, other state bodies of the Russian Federation, including the Prosecutor's Office of the Russian Federation, the Central Election Commission of the Russian Federation, the Accounts Chamber of the Russian Federation, the Central Bank of the Russian Federation (Bank of Russia);

3) former enemy states displaced to the USSR as a result of World War II and located on the territory of the Russian Federation, unless otherwise provided for by the legislation of the Russian Federation on displaced cultural property;

 4) classified as federal property by federal laws.

Archival documents belong to the property of the subject of the Russian Federation:

1) stored in the state archives of the subject of the Russian Federation, museums and libraries of the subject of the Russian Federation (with the exception of archival documents transferred to these archives, museums and libraries on the basis of a storage agreement without transferring them to ownership);

2) state bodies and organizations of the subject of the Russian Federation.

Archival documents belong to municipal property:

1) local government bodies and municipal organizations;

2) stored in municipal archives, museums and libraries

Completing the archive includes:

* determining the sources of completing the archive in accordance with its profile:
* determining the composition of documents to be accepted into the archive;
* receiving documents in the archive.

 The completion of the archive is carried out in accordance with the principles:

* belonging of documents to the composition of the Archival Fund of the Russian Federation; observance of ownership rights to documents;

the origin and territorial affiliation of documents; the need for funds.

**2 Features of the formation of archival funds**

**2.1. Mechanisms of archival documents**

 The internal affairs bodies (ATS) occupy one of the central places in the system of law enforcement agencies of the Russian Federation. They are created and function as State executive bodies carrying out activities in the field of internal affairs.

The mechanisms of ATS are interrelated with the principles of the service. The principles of service in the Department of Internal Affairs are, among other things:

 unity of command and subordination (subordination) in the service of the internal affairs bodies;

the relationship of restrictions, duties, prohibitions, responsibilities in the service of internal affairs bodies and social guarantees of an employee of the Department of Internal Affairs.

Archival documents in the special funds division are classified, i.e. grouped by archival funds and within each archival fund in order to properly account for them and ensure their use. A kind of archival fund is an archival collection. It includes disparate documents of historical, scientific and other value.

 To ensure the safety of documents and the secrecy regime, certain requirements are imposed on the premises of special funds units. concerning the location and equipment of these premises, their interior decoration, strengthening of windows and doors. The suitability of the premises for storing documents in them is determined by a specially appointed commission of the internal affairs body, about which an act is drawn up.

**2.2 State and non-state organizations**

The state part of the Archival Fund of the Russian Federation consists of archival funds and archival documents:

* state institutions, organizations, enterprises and state institutions that operated on the territory of Russia throughout its history, as well as institutions of religious denominations until the separation of church and state;
* state authorities, local governments, prosecutor's offices, state institutions, organizations, enterprises operating in the territory of the Russian Federation;
* state institutions, military units located and (or) located abroad;
* enterprises, organizations or associations of mixed forms of ownership, in the authorized capital of which there is a predominant share of federal or state ownership;
* bodies, institutions, organizations and enterprises of the former CPSU and Komsomol;
* other public organizations and associations formed in the course of their activities prior to registration in accordance with the law of the Russian Federation on public organizations, accepted into the institutions of the Federal Archival Service of Russia;
* legal entities and individuals legally owned by the state, including from abroad, as well as copies of archival documents on the rights of originals and legally owned by the state.

The non-governmental part of the Archival Fund of the Russian Federation consists of archival funds and archival documents owned by:

* state associations and organizations from the moment of their registration in accordance with the legislation of the Russian Federation on public associations, including trade unions, charitable and other foundations, political parties and movements, religious associations and organizations;
* non-governmental associations (corporations, associations, joint-stock companies), institutions, organizations and enterprises of industry, agriculture, other sectors of the economy, science, culture, social sphere, mass media;
* individuals (documents of personal origin, family archives, collections of documents, etc.).

Permanent storage - indefinite storage of documents in an archival institution, a state museum, a library or in the archive of a non-governmental institution.

State-owned storage is the storage of documents that are privately owned, owned by public organizations, corporations, joint-stock companies, etc., which are legally transferred to the ownership of Rosarchiv institutions, the state museum and the library.

The main principles of using the documents of the Archival Fund of the Russian Federation are the accessibility and openness of documentary information, the legality of its search, receipt and use.

 **Conclusion**

 Nowadays, the introduction of modern technologies and methods of archival storage in law enforcement agencies plays a significant role in optimizing the work of the organization, improving the quality of service and providing access to necessary information. The effective use of electronic archives makes it possible to significantly simplify the processes of storing and searching documents, reducing the time and labor costs of employees. Compliance with legislation and regulatory requirements for archival storage of documents is an important component of the work of law enforcement agencies, ensuring transparency, safety and confidentiality of data. Regular updating and analysis of the document management and archival documentation system helps to increase the efficiency of the organization's activities, minimize the risks of loss of information and unauthorized access.

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