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

 On the toping: **«**Responsibilities of employees when developing secret documents. Responsibilities of internal affairs officers when receiving secret documentation, working with it and storing it»

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**Content**

Annotation...........................................................................................................3

Introduction..........................................................................................................4

1 Theoretical aspects of the concepts of state secret and secret documentation...........................................................................................................5

1.1 The concept of state secrets and secret documentation.................................5

1.2 Classification of secret documentation and security levels..........................6

1.3 Procedure for obtaining access to secret documentation...............................7

2 General responsibilities of police officers when working with classified documentation...........................................................................................................8

2.1 Responsibilities of employees when receiving storage and working with secret documentation..............................................................................................8-9

2.2 Practical examples of breaches of responsibility and consequences ...........10

Conclusion..........................................................................................................11

List of sources used........................... ................................................................12

Annotation

In this project, I consider the requirements for employees working with classified documents, including the responsibilities of employees for violating the rules for working with classified documents, as well as measures to protect information from leakage and unauthorized access. The responsibilities of employees in this case play a major role in ensuring the security of information and preventing threats to state security.

Keywords

Secret documentation, employee responsibility, employee responsibilities, information security.

**Introduction**

**Relevance:** the study of the responsibilities of employees when developing secret documents is due to the need to ensure maximum security of state and commercial secrets. Due to the growth of technological progress and improvement of information transmission means, there is a threat of illegal access to classified information. Therefore, it is important to study the responsibilities of internal affairs officers in order to determine the correct procedure for handling classified documentation, as well as to find ways to prevent possible leaks and illegal distribution of classified information.

**Problem:** incorrect procedure for handling classified documents, leading to information leakage.

**The purpose of the project:** to study and analyse the responsibilities of internal affairs officers when developing secret documents.

**Project objectives:**

1. Study the concepts of “state secret” and “secret documentation”;
2. Consider the responsibilities of employees when receiving, storing and working with classified documentation;
3. Analyse examples of violations of duties and their consequences.

**Hypothesis:** Employees with access to classified documents must adhere to strict confidentiality and security rules in their development, transmission, use and storage.

**Method:** collection and analysis of information, systematization of the text.

1. **MAIN PART**

**1. Theoretical aspects of the concepts of state secret and secret documentation**

* 1. **The concept of state secret and secret documentation**

State secret is information of particular importance to the state, access to which is strictly limited and the disclosure of which is subject to criminal liability. Usually this is information about the armed forces, the military industry, scientific activities of military significance, intelligence services and non-public foreign policy activities. Issues related to state secrets, their protection, as well as problems of disclosure of state secrets have been relevant at all times in various states.

Secret documentation is an important tool for internal affairs agencies, used in many aspects of their work. It represents confidential information, the importance of which is to ensure public safety, prevent and investigate crimes, and maintain law and order. Development, receipt and work with secret documents are the main responsibilities of internal affairs officers.

The primary task of classified documentation is to classify and maintain the confidentiality of restricted information. Secret documentation includes such types as secret government documents, investigative materials, files on persons suspected of committing crimes, and other important information not intended for public access.

* 1. **Classification of classified documentation and security levels**

Within the internal affairs agencies, the classification of classified documentation and secrecy levels play an important role in ensuring the security of information. Secret documentation is divided into several levels of secrecy: “secret”, “top secret” and “special importance”.

The "secret" level applies to documents containing information that could have negative consequences for public safety or the functioning of the state if it falls into the hands of unauthorized persons. Employees who have access to such documents are required to comply with strict security measures, such as control of access to documents, restriction of the transfer of information and mandatory storage in specially equipped premises.

The "top secret" level applies to documents containing information about the activities of law enforcement agencies that could seriously undermine the activities of internal affairs agencies or the national security of the country if it falls into the hands of foreign agents or terrorist organizations. Employees with access to such documents must undergo special verification and are required to comply with maximum security measures, including restricting access to information, cryptographic protection and signing a non-disclosure agreement.

The "special importance" level applies to documents containing information about criminal activity that could lead to a serious threat to the life and health of citizens or a violation of law and order. Access to such documents is provided only to a very limited number of employees who have undergone special verification and are carriers of classified information. The protection of such documents is carried out using maximum security measures, including cryptographic protection.

* 1. **Procedure for access to classified documentation**

In accordance with the instructions on the procedure for accessing state secrets for officials and citizens of the Russian Federation in the system of the Ministry of Internal Affairs of Russia, the list of positions for which employees (candidates) are assigned access to state secrets is determined by the nomenclature of positions of employees subject to registration for access to state secrets.

The nomenclature of positions is developed by the structural unit for the protection of state secrets. The nomenclature of positions includes positions for which access of employees to state secrets is really necessary for them to perform their official (special, functional) duties, including positions of employees whose access to state secrets is conditioned by the direction of their to other internal affairs bodies or organizations not included in the system of the Ministry of Internal Affairs of Russia, to perform work using information constituting state secrets, as well as employees sent for training to educational organizations of the system of the Ministry of Internal Affairs of Russia through correspondence courses.

The number of employees allowed to access information constituting state secrets in internal affairs bodies should be limited as much as possible.

Having studied the concepts, classification and procedure for admission, we can say that it is important to follow the rules that prevent the leakage of classified information in order to prevent damage to the state. Correct classification of documents allows you to determine the degree of their confidentiality and the level of access to them. In addition, the admission procedure provides established rules for handling classified information. It is important to strictly follow these rules to prevent leakage of sensitive data and ensure the confidentiality of information.

**II. EXPERIMENTAL PART**

**2 General responsibilities of police officers when working with classified documentation.**

**2.1 Responsibilities of employees when receiving, storing and working with**

**secret documentation.**

Responsibilities of employees when receiving classified documentation:

The first and most important responsibility of employees when receiving classified documentation is to be aware of the classification and sensitivity of such information. Further, employees must be trained and qualified to be prepared and competent to handle classified documents. This includes technical training to handle such documents, as well as knowledge of the rules and procedures governing the handling of classified information.

Responsibilities of employees when storing secret documentation:

The first and most important responsibility of employees is to ensure the confidentiality of information. Possession of and access to classified documents should be limited to only those persons who have the necessary permissions and authority.

The second responsibility of employees when storing classified documentation is its proper physical organization and protection. Secret documents must be stored in specially equipped premises that provide a high level of security.

The third responsibility of employees is related to the correct classification and labelling of classified documents. Each document must have an appropriate security level, which will determine who has the right to access it. In addition, documents must be marked with special signs and inscriptions indicating their status and restrictions on access.

The fourth duty of internal affairs officers is related to eliminating the possibility of unauthorized copying or transfer of classified information.

Finally, another responsibility of employees when storing secret documentation is to destroy it after the expiration of the storage period or after completing work with it.

Responsibilities of employees when working with classified documentation:

 One of the main responsibilities of employees when working with classified documentation is its careful study and analysis. Employees should carefully read the contents of the documents, realizing their importance and significance for the security of the country. If information is discovered that violates security or poses a threat, the employee is obliged to quickly report the incident to higher authorities. Working with classified documentation requires compliance with strict storage rules and established secrecy regimes. Employees must be able to properly organize the storage of documents, eliminating the possibility of their loss, loss or theft. To do this, it is necessary to provide reliable physical and electronic storage in which all necessary security requirements will be met. Employees are required to strictly control access to the repository of classified documentation, as well as destroy or transfer out-of-date documents to the archive in accordance with established rules and deadlines.

**2.2 Case studies of breach of duty and consequences**

The first example is unauthorized access to secret documents. Law enforcement officials should have strictly controlled practices for gaining access to such information. However, sometimes employees may violate the procedure and gain access to classified documents without any official permission. This may occur due to improper training, inattention, or deliberate violation of rules. In such cases, there may be a threat to the security and confidentiality of information. Employees who do not have appropriate permissions may use this information unreasonably or transfer it to third parties, which can lead to leaks and serious consequences for the state and its citizens.

The second example is a careless attitude towards secret documents. One of the important responsibilities of employees is the correct storage of classified information. However, sometimes you may encounter a situation where an employee mishandles such documents. This may occur due to inattention or lack of awareness of relevant requirements. For example, an employee may leave documents in a visible place without proper protection and control. As a result of such negligence, third parties may gain access to classified information, which is detrimental to the state and its interests.

**Conclusion**

In conclusion, the topic “Responsibilities of employees when developing secret documents. Responsibilities of employees of internal affairs bodies when receiving secret documentation, working with it and storing it” is very relevant and important in our time. In light of increasing threats to information security, protecting classified documents is becoming an almost insurmountable task. Employees of internal affairs bodies who are responsible for receiving, working and storing classified documentation play a special role in ensuring national security. Their responsibilities include using effective security techniques, strictly following procedures and rules, and preventing information leaks. Successfully fulfilling the responsibilities associated with the development and handling of classified documents will prevent many problems associated with potential information security threats.

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