**PRIVATE PROFESSIONAL EDUCATIONAL INSTITUTION "KRASNOYARSK CO-OPERATIVE TECHNICAL SCHOOL OF ECONOMICS, COMMERCE AND LAW"**

Educational interdisciplinary project on disciplines "Law enforcement" 40.02.04 and "English language".

On the topic: "Nomenclature of affairs of the organisation"

Performed by the student of the group: PDA-2(3)

Speciality: Law enforcement activity

Golenok Vitalina Dmitrievna

Project leader: teacher

of the highest qualified category

Panasyuk Tatyana Vladimirovna

THEME:

NOMENCLATURE OF AFFAIRS IN THE ORGANISATION

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**Annotation**

In this project I will investigate the nomenclature of cases in the organisation, the principle of its registration, as well as the formation. The main problem is the formation of a large number of different documents: electronic and paper, which need to be processed in time and stored correctly. The project provides information that can be used to quickly and correctly document the nomenclature in organisations.

**Keywords**

Organisation nomenclature, orders, regulations, documents, information, documentation, organisation, employees, archiving.

**Introduction**

The **relevance of** the research topic is that often both managers and specialists do not see the extreme importance of the task of correct systematisation of documents. When the organisation accumulates a large number of documents and it becomes more and more difficult to understand them, when the employee is not able to find the necessary document in time and this fact leads to negative consequences, the question of drawing up a nomenclature of cases becomes obvious.

**Problem:** most of the official information, the employees of the enterprise receive through documents, while the search, compilation and work with them on average takes more than half of the working time, which can lead to negative consequences in organisations in the future.

The **purpose of the research** is to study the nomenclature of cases as an element of office management.

To achieve the goal, the following **tasks** are solved in the work:

- to disclose the concept of the nomenclature of cases: definition and functional purpose;

- to study the registration of the retention period of cases;

- to consider the general procedure for the development of the nomenclature of cases;

- determine the procedure for compiling and approving the organisation's nomenclature of cases;

- to study the formation and storage of cases.

**Hypothesis:** long analysis of documents slows down all the work of the department

**Method:** collection and analysis of information, systematisation and translation into English.

Main chapter

1. Nomenclature: definition, content, types and functional significance

A nomenclature is a systematised list of the headings of all files in the records management of institutions, with indication of their retention periods, drawn up in accordance with the established procedure. The nomenclature of cases is also the simplest classifier, which allows to quickly put documents into folders for quick search of them in case of need, both in paper and electronic classifiers

Nomenclature of cases is a document of multi-purpose:

1) the main purpose is the systematisation of documents; i.e. it defines the document storage system in the institution;

2) determines the storage period - each case included in the nomenclature has a storage period for the documents placed in it; by distributing documents into cases in accordance with the nomenclature, further examination of the value of documents is ensured;

3) indexing is used for registration of documents;

4) serves as a basis for drawing up inventories for permanent and long-term storage cases, for expert examination of the value of documents before their selection for archival storage;

5) serves as the main accounting documents in the current work with documents;

6) serves as a record-keeping and reference system for further search of cases with retention periods up to and including 10 years.

Nomenclature of cases should be in every institution, organisation, enterprise, firm and cover all documents created in the process of their activities, according to the order of the Ministry of Internal Affairs of Russia from 20.06. 2012 № 615 "On approval of the Instruction on office work in the internal affairs bodies of the Russian Federation"

The rules of organisation of storage, acquisition, accounting and use of documents of the Archive Fund of the Russian Federation and other archival documents in state bodies, local self-government bodies and organisations are the main normative document fixing the system of document storage in office work and archives. They regulate the technology of document preservation, this norm includes requirements to the nomenclatures of cases, including the procedure for their compilation, coordination, approval, use and storage.

Nomenclatures of cases are of three types: exemplary, standard, specific:

1) For all normative acts, standard case nomenclatures are drawn up, which establishes a unified composition of the cases to be filed and a unified system of their indexing.

2) A similar document of a recommendatory nature is called a model nomenclature and is created in those management structures where the composition of documents of subdivisions differs greatly.

3) Specific nomenclature - is prepared within one institution as a whole, or in separate structural subdivisions of a large institution.

Thus, in order to store management archive documents (including personnel and accounting documents), an organisation may create an archive or apply to a specialised organisation. In this case, the documents should be stored in a systematised form. The main types of work that ensure the correct organisation of documents in record keeping are the compilation of case nomenclatures and the formation of files.

The document storage system in each organisation is built on the basis of the nomenclature of cases, which is designed to organise the storage of documents, record the cases opened in each calendar year, and establish the terms of their storage.

2. Development of a nomenclature of cases

Each organisation, regardless of the standard or exemplary nomenclature, should have a specific nomenclature of cases.

The nomenclature of cases for the next business year should be prepared in the last quarter of the current year; after its preparation it is approved by the head of the organisation and acquires the status of a normative act. Organisations, which are sources of acquisition of state archives, in the process of preparation of the nomenclature of cases should coordinate its draft with the relevant archive.

The source of development of a specific nomenclature of cases are normative documents of Rosarkhiv of the Russian Federation, regulating the methodology of drawing up and execution of the nomenclature of cases.

The nomenclature of cases is drawn up on the basis of studying the composition, content and quantity of documents formed in the course of the organisation's activity. In this case, first of all, it is necessary to analyse organisational documents of the institution, organisation: regulations, charter, other constituent documents, regulations on certain types of activities. It is necessary to study the planning and reporting documents of the organisation, its structural units. This will allow to identify the main composition of the documents of the institution.

The compilation of the nomenclature should be handled by clerical staff (state bodies), secretaries (budgetary organisations), accounting service (enterprise) and archives of the given organisation, who are well aware of the functions, tasks, scope, work plan with mandatory participation in the development of the nomenclature of the heads of structural subdivisions.

The secretary should prepare a draft written order of the head addressed to the heads of structural subdivisions.

The draft should contain an indication of the need to prepare a nomenclature of the structural subdivision (line of activity), indicate the personal responsibility of the head for this work, the exact terms of its implementation. The deadline should be set based on the fact that the secretary will need time for revision when compiling a single /summary nomenclature of the organisation. It is necessary to leave at least 10 days for this work. The order should be accompanied by a form of the established form of nomenclature of the structural subdivision.

The nomenclature of cases is drawn up on the general letterhead of the organisation and is made out in 4 copies: the 1st copy - in the document management service, the 2nd copy is distributed to the structural subdivisions, the 3rd copy - in the archive of the institution, the 4th copy - in the state archive.

After the approval of the general nomenclature of cases, each structural subdivision receives an extract from it, which is the basis for the formation of documents throughout the calendar year. This extract is placed next to the shelves (shelves, cabinets, safes), in a word, where the files of structural subdivisions are kept, and is used during the year for filing of documents (formation of files).

3. Formation and storage of files

Documents may be formed/grouped into files according to the following characteristics:

1. Nominal feature (from the Latin word "Nominal" - title) - the basis for grouping documents is the titles of documents. According to this feature documents of one title (orders, plans, reports) are separated from documents of another title and grouped into separate files.

2. Subject-thematic feature. When grouping documents into cases according to this feature, their content, subjects, issues, which are reflected in them, are taken as a basis.

For example, court cases, personal files, documents on the construction of a residential building, etc. are grouped according to this feature.

3. author's attribute - this attribute implies grouping of documents of one author into a file, for example, "Resolutions of the Board of the Ministry of Agriculture", "Orders of the Ministry of Culture of the Russian Federation and the Department for Theatre and Concert Activities".

4. Correspondence - serves for grouping correspondence. A separate file is kept for each correspondent, for example, "Correspondence with the Ministry of Natural Resources and Environmental Protection on geological issues", "Correspondence with the Ministry of Finance on financing issues", "Correspondence with the Lenin District Tax Inspectorate on taxation issues".

5. Geographical - it involves combining in one file the documents of several correspondents located on the same territory, for example, "Correspondence with enterprises of Sarapulsky district".

6. Chronological - documents for a certain period of time are grouped according to this criterion: "Semi-annual reports of the Ministry's departments", "Annual accounting report".

However, the documents are usually grouped not by one, but by several characteristics. Such a combination makes it possible to reveal more deeply the composition and content of the documents grouped in the file.

In addition, it is also necessary to take into account the retention periods of documents. It is necessary to know in advance how the documents will be kept - temporarily or permanently (it is not allowed to keep documents with different retention periods in one file).

Personal files and cards for specialists and employees are formed separately from personal cards for workers (form t-2).

Conclusion

During the preparation of the course work the main conclusions were formulated.

The relevance of the topic of research is confirmed by the fact that, for example, in time not found documents: contracts, acts, letters of guarantee will not allow timely prove the rightness of the lawsuits, and accordingly, will lead to material losses. A fine may be imposed on the organisation for failure to provide financial and personnel documents to the inspecting organisations.

Thus, documents in an organisation should be stored in an orderly manner so that they can be easily found. Such an order can only be ensured if the organisation has a nomenclature of files that takes into account all regulatory requirements.

The nomenclature of affairs is a systematised list of the names of the affairs entered into the records management of the organisation, with indication of the terms of their storage, according to the established form.

The system of documents storage in each organisation is built on the basis of the nomenclature of cases, which is intended for the organisation of documents storage, accounting of the cases opened in each calendar year, establishment of their storage terms.

The architecture of the nomenclature of cases is a complex document. Disclosing the content and nature of the institution's activities, the nomenclature promotes the correct grouping of documents, the correct formation and design of cases, and, consequently, the safety of the most valuable documents that are subsequently transferred to the state archives for permanent storage.

The following problems were identified in the course of the analysis of the practice of maintaining the nomenclature of cases: failure to include electronic documents in the nomenclature; incorrect setting of retention periods; violation of the deadlines for compiling the annual nomenclature, formal free titles, incorrect systematisation of subheadings of cases.

The following can be the solution of problems with correctness and systematisation of drawing up of the nomenclature of cases: obligatory edition of the corresponding administrative document of the head of the organisation about working out of the nomenclature of cases; construction of the nomenclature not on structural, but on functional principle; obligatory registration of all kinds of documents, following the unified form and five obligatory columns: an index of a case, a title of a case, quantity of volumes, term of storage, a note; working out of the systematised list of headings.

Thus, the nomenclature of cases in the organisation is an important process of maintaining the catalogue of documents, from its correct maintenance the interested person can promptly find the necessary document in a short period of time.

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