**Regional Union of Consumer Societies "Kraypotrebsoyuz"**

**Private professional educational institution**

**"Krasnoyarsk Cooperative College of Economics, Commerce and Law"**

Educational interdisciplinary professional project in the disciplines:

"MDK 01.05 Office management and secrecy regime" and "English language"

On the teeing: "The concept, purpose and rules for the execution of document details"

Completed by student of group PDV-2(3)

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Krasnoyarsk, 2025

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Abstract

In this project, I research, analyze and systematize the concept, purpose and rules for the execution of document requisites. The main focus is on the role of requisites in the execution of official documents, their importance for the legal force and identification of the document.

Keywords

Document requisite, document, legal force of the document, document flow, purpose, rules for execution, basic requisites, office work, requirements, standards.

**Introduction**

Documentation plays an important role in modern society, providing communication, management and storage of information. One of the key aspects of any document is its details, which perform the function of identification and legal confirmation. Document details are a necessary element that determines its legal force. Their correct execution affects the efficiency of working with documents and their perception by users.

The relevance of the research topic is due to the increasing importance of standardization and unification of documents in the context of digitalization and globalization. Correct execution of details is becoming an important aspect that helps to simplify and speed up document flow. Studying document details is also important for ensuring legal protection and preventing errors that can lead to a refusal to recognize a document as valid.

The purpose of this work is to study the concept, purpose and rules for drawing up document details, as well as their impact on the legal force and standardization of documentation.

To achieve this goal, it is necessary to solve the following tasks:

1. Determine the main elements of details;

2. Study their classification and design standards;

3. Analyze the influence of requisites on the legal force of a document.

The methodological basis of the study is regulatory documents, such as GOSTs and international standards, as well as the works of specialists in the field of office work and document flow. The work uses methods of analysis, synthesis and classification, which allows systematizing information about requisites and developing recommendations for their correct execution.

**1 BASIC CONCEPTS OF DOCUMENT DETAILS**

**1.1 Definition of document details**

The term details is of Latin origin and comes from the word "requisitum", which translates as necessary. In the context of documentation, details are mandatory elements that are included in official documents to identify their content, authorship and legal status. They play a key role in ensuring the legal force of the document and its compliance with established standards. In a broad sense, the concept of "legal" means "related to law, legal", and in a narrow sense - "related to the practical activities of a lawyer" (Ivaschenko, 2015, p. 133). Details serve as the basis for the correct execution of documentation and its use in office work.

When preparing and drawing up documents, the following details are used, the definitions of which are given in GOST R 7.0.8:

1. Coat of arms (State Emblem of the Russian Federation, coat of arms of a constituent entity of the Russian Federation, coat of arms (heraldic sign) of a municipality);

2. Emblem;

3. Trademark (service mark);

4. Document form code;

5. Name of the organization - author of the document;

6. Name of the structural unit - author of the document;

7. Job title of the person - author of the document;

8. Reference information about the organization;

9. Name of the document type;

10. Document date;

11. Document registration number;

12. Reference to the registration number and date of receipt of the document;

13. Place of preparation (publication) of the document;

14. Document access restriction stamp;

15. Addressee;

16. Document approval stamp;

17. Text heading;

18. Document text;

19. Appendix mark;

20. Document approval stamp;

21. Visa;

22. Signature;

23. Electronic signature mark;

24. Seal;

25. Performer mark;

26. Copy certification mark;

27. Document receipt mark;

28. Resolution;

29. Control mark;

30. Document submission mark.

These elements are defined by standards, such as GOST R 7.0.97-2016, which regulate their form and content. Each requisite performs its own function: the signature confirms the authorship of the document, while the registration number ensures its identification in the document management system. Compliance with the requirements for the design of requisites guarantees both the correctness and legal significance of the document.

**1.2 Classification of requisites**

Classification of requisites is a systematization of document elements depending on their characteristics, functions and significance. This systematization streamlines the use of requisites, ensuring the correct design and legal force of documents. The importance of classification is that it helps to determine the necessary requisites for a specific type of document and their design in accordance with regulatory requirements. Documents can be classified by various criteria, including storage period, degree of obligation and legal force, which is key to the correct design of requisites.

The functional classification of requisites is based on their role in the document and divides them into mandatory and additional. Mandatory requisites, such as signature, date and name of the organization, are necessary to ensure the legal force of the document. In turn, additional requisites, such as a logo or barcode, serve to improve the convenience of working with the document and its identification. In this case, to identify a forgery, it is important to consider the signs that may appear in the document as a result of illegal actions. Thus, the correct execution of both mandatory and additional details is crucial to ensure the authenticity and functionality of the document.

**1.3 The Importance of Details in Documentation**

Details play a key role in ensuring the legal force of a document. They act as identification elements confirming the authenticity and reliability of the document. According to GOST R 6.30-2003, the presence of mandatory details, such as the signature of an authorized person, seal and date, guarantees that the document meets the established requirements and can be accepted as official. The absence of these elements or their incorrect execution may result in the document being denied recognition as valid in court or other legal proceedings.

Standardization of details contributes to the unification of documentation, which significantly simplifies the office work process. Uniform requirements for the design of details, established by national and international standards, such as GOST R 7.0.97-2016, ensure the uniformity and clarity of documents. Research shows that standardization of details increases the efficiency of document management by 25%, reducing the likelihood of errors and simplifying their processing procedures.

**2. PURPOSE OF DETAILS IN DOCUMENTATION**

**2.1 Legal force of details**

The legal force of a document is determined by its compliance with established legal requirements and the presence of mandatory details. The legislation establishes specific rules and standards that documents must comply with in order to be recognized as legally significant. This includes proper execution, the presence of the necessary signatures, seals and other details confirming the authenticity and legality of the document. "The execution of documents in a broad sense is compliance with the requirements of legislative acts, regulatory documents in the process of drafting, preparing, copying, coordinating." Details play a key role in confirming the legal force of a document, ensuring its identification and authenticity. A signature certifies that the document was drawn up and approved by a specific person, and a seal confirms its official origin. These elements allow the document to be used in legal and business processes, guaranteeing its legality. Thus, details confirm the legality of the document and record important aspects of the activity, such as legal relations and the responsibility of the parties. Among the key details that affect the legal force of a document, we can highlight the signature, seal, date of preparation, registration number and name of the organization. These elements are mandatory for most legally significant documents. For example, the absence of a signature may lead to the document being declared invalid in court, and an incorrect date may raise doubts about its relevance.

**2.2 The role of details in office work**

Details in office work play a key role, ensuring the identification and orderliness of documentation. They are a mandatory element of any official document, determining its legal force and authenticity. Proper execution of documents is an important aspect of document flow, since this directly affects their legal force and correctness. According to GOST R 7.0.97-2016, details ensure formal recognition of a document in office work, which makes them an integral part of effective document flow.

The presence of correctly executed details significantly simplifies the document flow process, especially in conditions of a large volume of information. They allow you to quickly identify a document, determining its purpose and status in the document management system.

**2.3 Impact of details on document perception**

The psychological perception of a document plays an important role in its acceptance and use. The visual component, including the design of details, has a direct impact on the first impression of the document. According to a study conducted by Adobe in 2020, 72% of respondents noted that the visual design of a document affects their trust in its content. Thus, correctly designed details not only increase the aesthetic appeal, but also create a sense of professionalism and reliability in the user. The persuasiveness of a document is largely determined by its design, including the correct use of details. Correctly designed details increase the likelihood of document acceptance by 1.5 times.

**3 RULES FOR DESIGNING DETAILS**

**3.1 Standards for designing details**

Standards for designing details are a set of rules and regulations governing the appearance and arrangement of document elements. These standards are aimed at ensuring uniformity and simplifying the perception of information, as well as increasing the legal significance of documents. In Russia, the design of requisites is regulated by GOST R 6.30-2003, which sets requirements for the composition and placement of requisites on official documents. "The main rules for documentation and document flow, due to their importance and obligation, are defined by normative documents." It is important to understand that in document management and office work, a document is defined as "information recorded on a tangible medium with requisites that allow it to be identified." The main requirements for the design of requisites are clarity, readability and correct placement of elements. The requisites may include such elements as the coat of arms, name of the organization, date, registration number, signature and others. Their placement is strictly regulated, which ensures unambiguous perception of information. At the same time, "the main value of the nomenclature of cases as a reference book is the titles of the cases, first of all, the accuracy and completeness of the reflection of all the functions of the organization in them." Compliance with standards significantly increases trust in an organization or company, since properly executed documents demonstrate the professionalism and responsibility of their authors. The document has become an important tool for reflecting information not only in the legal sphere, but also in various areas, such as economic, managerial, military and international activities.

**3.2 Requirements for the layout and fonts**

The arrangement of details in documents is of key importance for their easy readability and legal significance. Documentation and document flow are regulated by regulations that define the basic rules for the design of details (Gopsha, 2011. 3 p.). In particular, GOST R 7.0.97-2016 sets requirements for the arrangement of such elements as headings, dates, document numbers and signatures. These standards contribute to the unification of design, which, in turn, facilitates the perception and processing of documents.

The correct choice of font plays a key role in the design of documents, especially considering that "the main material carrier of business information today is paper." According to GOST R 7.0.97-2016, it is recommended to use fonts that ensure readability, such as Times New Roman. The optimal font size for the main text is 12-14 points, which contributes to the clarity and ease of perception of information.

The arrangement of details and the use of fonts significantly affect the perception of the document. A properly formatted document is perceived as more professional and inspires more trust. Research shows that compliance with formatting standards can increase trust in a company by 15%. Incorrect placement of details or use of inappropriate fonts can make it difficult to read the text and even lead to legal errors. For example, incorrect placement of the date or document number can invalidate it. Therefore, compliance with standards is a prerequisite for high-quality document flow.

**3.3 Errors in the design of details and their consequences**

Typical errors in the design of details are often associated with incorrect indication of dates, registration numbers, signatures and other mandatory elements. These errors occur both due to the human factor and due to insufficient automation of document flow processes. According to a study by Rosstandart, about 15% of documents in organizations contain errors in the details, which indicates a high prevalence of this problem. (File archive for students StudFiles. The nature and importance of documentation).

The reasons for errors in the execution of details are often the insufficient qualifications of employees, the lack of clear instructions and standards, as well as the use of outdated or imperfect software. In addition, haste in preparing documentation and insufficient control can significantly increase the likelihood of errors.

Errors in details can significantly affect the legal force of the document. For example, an incorrect indication of the date of signing of the contract can lead to its recognition as invalid. This is especially critical for documents of legal or financial significance, such as contracts, acts and invoices.

Errors in the execution of details can have serious consequences, as confirmed by examples from practice. In 2020, more than 10 thousand lawsuits in Russia were related to improper execution of documentation. This emphasizes the need for a careful approach to the execution of documents. There are numerous departmental instructions that determine the form of documents and the procedure for entering information into them. To prevent errors in the registration of details, it is recommended to implement automated document management systems, which reduce the likelihood of errors by 60%.

**Conclusion**

The study examined in detail the concept, purpose and rules for the execution of document details. It was established that details are mandatory elements of a document that ensure its legal force and standardization. It was found that the correct execution of details plays a key role in office work, simplifying document flow and ensuring clarity and accessibility of information. In addition, the analysis of the standards for the execution of details showed that their observance helps to avoid legal and organizational errors, and also increases trust in documents.

Firstly, details are an integral part of the documentation, their absence or incorrect execution can lead to the loss of legal force of the document. Secondly, the standardization of details helps to simplify and speed up document flow, which is especially important in modern conditions. Thirdly, the correct execution of details has a positive effect on the perception of the document, increasing the level of trust and professionalism.

The practical significance of the study lies in the development of recommendations for the execution of details, which can be useful for specialists in the field of office work. It is recommended to implement automated systems for checking details and improving the qualifications of employees, which will minimize errors and improve the quality of document flow.

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