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Abstract

This work is devoted to the study of the secrecy regime in the activities of the internal affairs bodies of Russia, focusing on the importance of competent office work and the protection of confidential information. The introduction describes the relevance of the topic, emphasizing that the effectiveness of the Ministry of Internal Affairs depends not only on the professionalism of the employees, but also on the organization of document flow. The object of the study is public relations arising during the execution of official and secret documents, and the subject is regulatory acts governing compliance with the secrecy regime.

Keywords

Secrecy regime, Official secret, State secret, Documentation support, Office work, Secret documents, Confidential information, Regulatory acts, Employees of internal affairs bodies, Instructions Information protection, Information leakage, Verification activities, Duties, Responsibility General principles, Secrecy level, Registration procedure, Control, Education and training

**Introduction**

Relevance of the research topic. The activities of internal affairs bodies are directly related to the creation of official documents, their circulation, execution and subsequent storage. Documentation support for management activities is typical for any bodies and organizations, but for internal affairs bodies, competent organization of management of forces and means is of paramount importance. Unlike any other bodies and organizations of "civil" orientation, the effectiveness of the internal affairs bodies depends not only on the professionalism of the employees, but also on competent management. Rational organization of office work, in turn, will allow to rationalize and unify the management process itself, which will undoubtedly lead to increased efficiency in both management and law enforcement activities.

One of the bodies ensuring the security of Russia is the Ministry of Internal Affairs of Russia, which uses special forces, means and methods in its activities only within the limits of its competence and in accordance with the legislation of the Russian Federation. The Ministry of Internal Affairs of Russia, like many other government bodies, is the owner of the created, acquired and accumulated information resources, some of which are confidential. Their leakage may damage the security of the country. In order to prevent such facts, a corresponding protection system has been created and is functioning. The main goal of publishing the textbook is to form basic knowledge about the specifics of office work and ensuring the secrecy regime in law enforcement and economic activities.

**1 Theoretical and legal aspect of the secrecy regime in the internal affairs bodies**

**1.1 Basic concept and general characteristics of the secrecy regime in the internal affairs bodies**

The secrecy regime is a set of measures carried out in order to preserve restricted information by specially authorized state bodies.

An official secret is restricted information that has become known to an employee in the course of official activities, the dissemination of which may harm the interests of the service and the state.

Information classified as a state secret is divided according to the degree of secrecy into: information of special importance, top secret and secret.

Information of special importance should include information in the field of military, foreign policy, economic, scientific and technical, intelligence, counterintelligence and operational-search activities, the dissemination of which may harm the interests of the Russian Federation in one or more of the listed areas.

Top secret information shall include information in the areas of military, foreign policy, economic, scientific and technical, intelligence, counterintelligence and operational investigative activities, the dissemination of which may cause damage to the interests of a ministry (department) or sector of the economy of the Russian Federation in one or more of the listed areas. Secret information should include all other information from among the information constituting a state secret.

**1.2 Records management and secrecy regime in the activities of internal affairs bodies**

Secret documents are documents containing information that is classified in accordance with Russian legislation.

Detailed information about documentation marked "Secret" is prescribed in the Law of the Russian Federation of July 21, 1993 No. 5485-I "On State Secrets"

According to this law, papers that contain a state secret and are subject to protection can be classified under one of three classifications (or levels of document secrecy): "Special Importance", "Top Secret", "Secret".

More details about each of these levels (classifications) and we will list what documentation belongs to them.

1. Secrecy level "Special Importance". This includes papers of the highest degree of secrecy. This classification is assigned because the data, when disclosed, poses a great danger to the country and the interests of the state. That is why documentation with the classification of "Special Importance" is protected from disclosure.

2. The secrecy level "Top Secret". It is received by those papers that contain state secrets. The procedure for working with information in such documents is clearly defined by current legislation.

3. The secrecy level "For official use only". This classification cannot be called a secrecy status, but in this case, access to official information is permitted only to employees of the organization or institution. Uncontrolled use of it is prohibited.

**1.3 Regulatory and legal grounds for maintaining secrecy in internal affairs agencies**

Access to state secrets implies the formalization of the right of citizens to access information constituting a state secret, or the right of enterprises, institutions and organizations to carry out work using such information (Article 2 of Law No. 5485-1 "On State Secrets").

An employee of the HR department must familiarize you with the responsibility for violating the legislation of the Russian Federation on state secrets (subparagraph "a" of paragraph 29 of Instruction No. 63 on the procedure for admitting officials and citizens of the Russian Federation to state secrets).

Next, to obtain clearance, the materials are transferred to the security and secret division, which sends the necessary documents for verification activities in relation to the person who is being granted clearance to state secrets (clauses 31, 33 of Instruction No. 63 on the procedure for granting officials and citizens of the Russian Federation access to state secrets). Verification activities are required to establish citizens' clearance to state secrets under the first and second forms, and under the third form - only in certain cases. Such activities are carried out by divisions of the FSB of Russia at the location of organizations and their territorially separate divisions (clauses 8, 9 of Instruction No. 63 on the procedure for granting officials and citizens of the Russian Federation access to state secrets).

The card with the mark of the FSB unit of Russia on the verification activities and the number of access to state secrets is returned to the organization. The specified mark is valid for six months (clauses 38, 43 of Instruction No. 63 on the procedure for admitting officials and citizens of the Russian Federation to state secrets).

**2 Features of the activities of employees of internal affairs bodies when observing the secrecy regime**

**2.1 Preparation and execution of official secret documents**

To begin with, it is advisable to consider the features of the organization of office work for official secret documents using the example of the Main Directorate of the Ministry of Internal Affairs of the Krasnoyarsk Territory.

The functions of the chancery in the Krasnoyarsk Territory are performed by office work departments. In the Main Directorate of the Ministry of Internal Affairs of the Russian Federation for the Krasnoyarsk Territory, this is the office work and regime department of the Main Directorate of the Ministry of Internal Affairs of the Russian Federation for the Krasnoyarsk Territory. It is an independent structural subdivision of the Main Directorate of the Ministry of Internal Affairs of the Russian Federation for the Krasnoyarsk Territory, directly subordinate to the head of the Main Directorate of the Ministry of Internal Affairs, performing functions on the organization and maintenance of office work, ensuring the secrecy regime [37].

The number, structure and staffing of the department are approved by the heads of the main departments of the Ministry of Internal Affairs of the Russian Federation.

The department has a seal with the image of a heraldic sign - the emblem of the internal affairs bodies of the Russian Federation, other seals (stamps) and forms with its full and abbreviated name necessary for the implementation of its activities.

The department may, in accordance with the established procedure, use the seal of the Main Directorate of the Ministry of Internal Affairs with a reproduction of the State Emblem of the Russian Federation.

The main activity of the department is the organization of documentation support for the activities of the management of the main departments of the Ministry of Internal Affairs, as well as the coordination of the activities of structural divisions and subordinate divisions on matters of office work and organization of document flow.

**2.2 Problems arising when observing the secrecy regime by employees of the internal affairs bodies**

The problem of protecting information from unauthorized access to it arose long ago, since the time when a person for some reason did not want to share it with anyone or not with every person. With the development of human society, the emergence of private property, the state system, the struggle for power and the further expansion of the scale of human activity, information acquires value.

The information that becomes valuable is the possession of which will allow its existing and potential owners to receive some kind of benefit: material, political, military, etc. With the transition to the use of technical means of communication, information is exposed to random processes: equipment malfunctions and failures, operator errors, etc., which can lead to its destruction, changes to false information, and also create preconditions for access to it by unauthorized persons.

The main objectives of information protection are: preventing leakage, theft, distortion, forgery of information; ensuring the safety of the individual, society, and the state; preventing unauthorized actions to destroy, distort, or block information; protecting the constitutional rights of citizens to maintain personal privacy and confidentiality of personal data; maintaining state secrets.

Having the goals of protecting confidential information, methods for protecting confidential information are also necessary.

At the same time, it should be taken into account that information with limited access is subject to protection, and the degree of its protection is determined by the owner of this information. Responsibility for the implementation of protection measures lies not only with the owner, but also with the user of the information.

However, the main method of stealing information was and remains the banal theft of documents containing a secret

**2.3 Recommendations for improving compliance with the secrecy regime by employees of internal affairs bodies**

In order to prevent violations of the secrecy regime, it is recommended to introduce into practice the conduct of surprise inspections by senior management (for example, an inspection initiated by the Main Directorate of the Ministry of Internal Affairs of the Krasnoyarsk Territory in the OMVD of Russia for the Kezhemsky District) of the state of protection of confidential information and compliance with the secrecy regime.

Thus, the professional vigilance of employees should constantly be the focus of attention of each head of the agency internal affairs. First of all, the possibility of leakage of classified and confidential information will depend on the manager himself, his exactingness to observe the secrecy regime from subordinates, their strict compliance with regulatory and legal acts.

The current system of protection of classified documentation cannot fully ensure the effective protection of the required amount of information, due to the attitude of employees of the internal affairs bodies to the protection of information (human factor), first of all, this is insufficient control on the part of the management.

The main aspect of improving the system of protection of information containing classified information, constituting information of restricted use, is a radical change in the attitude of all employees of the internal affairs bodies to the problem of information protection, it is necessary to convey to the understanding of all employees about the importance of information containing classified information, constituting information of restricted use, that the first thing pursued is the interests of the state and society. It is possible to increase the responsibility of persons obliged to monitor the observance of secrecy and confidentiality of information, and to apply additional incentives in the form of bonuses for the impeccable performance of their duties, since cash bonuses have the best effect on the quality

**Conclusion**

One of the main areas of activity of the internal affairs bodies is maintaining the secrecy regime.

The decisions of collegial bodies are communicated to the executors in the form of independent documents - resolutions and decisions; are implemented by orders. In other cases, an extract from the minutes is made.

The issues of preparation, compilation and execution of official documents, including secret documents containing information of limited use, in the system of internal affairs bodies are far from being of a narrow departmental nature, since we are talking about the documentary registration of the compilation and execution of official documents, including secret documents containing information of limited use. Therefore, those fixed in the form of official secret documents containing information of limited use in the field of combating crime and maintaining public order are, first of all, state decisions.

The office work units of the internal affairs departments carry out a number of organizational and practical measures aimed at reducing document flow and streamlining office work, focusing the attention of the internal affairs bodies on the eradication of the paper style of management, on the need to strengthen organizational work in subordinate units.

Depending on the place of origin and direction of movement, all documents are divided into: outgoing, incoming and internal. Outgoing are documents sent by the Internal Affairs Department to other bodies, organizations and citizens. Incoming are documents received by the Internal Affairs Department from

other bodies (organizations, institutions) or from citizens. Internal - documents created in the Internal Affairs Directorate and not subject to sending.

According to the number of questions reflected in the documents, simple and complex ones are distinguished. Simple - a document drawn up on one question. Complex document, which contains information on two or more questions.

Verification activities are required to establish the access of citizens to classified documentation and state secrets according to the first and second forms, and according to the third form - only in certain cases. Such activities are carried out by units of the FSB of Russia at the location of organizations and their territorially separate divisions.

Responsibility for the organization of office work, compliance with the established rules and procedures for working with documents, oral and written requests of citizens and people's deputies, the timeliness and quality of their execution, as well as for ensuring proper working conditions for employees performing office work functions, is assigned to the Chief of the Minister's Office, heads of the main departments, departments and other structural divisions of the Ministry of Internal Affairs of the Russian Federation. The office work department is headed by a chief, appointed to the position and dismissed from the position by the chief of the Main Directorate of the Ministry of Internal Affairs of Russia for Krasnoyarsk Krai in accordance with the established procedure. The chief directly supervises the activities of the department and bears personal responsibility for the proper performance of the tasks and functions assigned to the department. He also issues orders and instructions within his competence that are mandatory for all employees of the department. Submits proposals to the management of the Main Directorate of the Ministry of Internal Affairs of Krasnoyarsk Krai on the creation and reorganization of the department, as well as office work units and the regime of subordinate internal affairs agencies. When considering the issues arising in the preparation and execution of classified documents in the Internal Affairs Directorate, shortcomings in the organization of electronic document management were identified. The problems with duplicating documents prepared in electronic form on paper are relevant; there are facts of using information for accounting of software products that are not integrated into the unified system of information and analytical support of activities (hereinafter referred to as ISOD) of the Ministry of Internal Affairs of Russia, a significant part of statistical information is generated manually. This is despite the fact that the work on the preparation and execution of official classified documents containing restricted information requires the creation of a unified infrastructure of centers for hosting databases and applications on the principles of a "confidential departmental cloud", the implementation of a unified technology of regulated limited access to them. It should be noted that the problems in the documentation of the Internal Affairs Directorate depend not only on the organizational miscalculations of the management. The presence of typical shortcomings in the work of the Internal Affairs Directorate allows us to conclude that there are objective conditions for their occurrence and preservation, as well as the lack of the ability of the head of the Internal Affairs Directorate to influence the state of affairs. In this regard, the improvement of the drafting and execution of official documents, including secret ones, containing information of limited use in the Internal Affairs Directorate should be based on the development of unified approaches through the regulated streamlining of processes in office work based on the analysis of shortcomings.

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