**REGIONAL UNION OF CONSUMER SOCIETIES "KRAYPOTREBSOYUZ"**

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**«KRASNOYARSK COOPERATIVE COLLEGE OF ECONOMICS, COMMERCE AND LAW»**

Interdisciplinary professional training project in the following disciplines: "MDK. 01.05 Office work and secrecy regime" and "Foreign language"

Theme: "Originals and copies of documents. Registration rules"

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**Abstract**

This project is dedicated to the study of originals and copies of documents, as well as the rules for their preparation. The work examines the basic concepts and definitions related to document management, analyzes types of documents, their legal force, and significance. Special attention is paid to the differences between originals and copies of documents, methods of certifying copies, and requirements for their preparation in accordance with current legislation and regulatory acts. The work analyzes typical errors made when preparing copies and offers recommendations for their prevention. The practical significance of the research lies in the possibility of applying the results obtained to improve the quality of document circulation in organizations.

**Keywords**

Original and copy of a document, requisites, document flow, internal affairs agencies, regulatory acts, Ministry of Internal Affairs, office work, seal impression, notarial certification, document unification, document unification.

**Introduction**

**Relevance of the theme:**  
In the context of digitalization and the growth of document flow, it is important to examine the rules for registering originals and copies of documents in internal affairs agencies. Improving mechanisms for working with documentation is essential to ensure its authenticity and legal significance.

**Problem:**  
Insufficient knowledge of the rules for registering originals and copies of documents can lead to errors in working with them and have legal consequences. Incorrectly оформленные copies may be invalid and can result in financial losses and other negative consequences.

**Objective:**  
The aim of this work is to analyze the functions and types of documents, as well as the requirements presented to them. Another objective is to improve professional English language skills (professional translation, expansion of lexical vocabulary).

**Project tasks:**

1. Studying the concepts of «document», «administrative document».
2. Investigating the basic rules for compiling and registering documents.
3. Analyzing the requirements for registering document requisites.
4. Improving abstract translation skills.

**Research object**: a legal document.

**Hypothesis:** Understanding the differences between originals and copies of documents, knowing the rules for their execution and use, is critical for efficient document management, minimizing errors, ensuring the legal validity of copies, and preventing negative consequences. Developing instructions for executing copies of documents will improve literacy and reduce risks.

**Method:** Analysis of the regulatory framework, including the study of legislation, GOSTs (state standards), instructions, and other acts regulating the execution of documents and their copies. Simultaneous translation.

1 THEORETICAL ASPECTS OF STUDYING LEGAL DOCUMENTS

1.1 The concept of a document

The formation of official business writing is associated with the development of statehood and the need to document legal relations. The internationality of business writing is determined by the universality of its tasks: to serve as a tool for business communication and information fixation. Official information is subject to the requirements of reliability, relevance, persuasiveness and completeness.

Documentation is a regulated process of recording information, ensuring its legal force. A document is information recorded on a tangible medium with details (name, author, addressee, text, date, signature). The document details are a mandatory element of registration. The number and composition of the details are determined by the objectives and requirements of the document.

In document science, a document is considered as the result of fixing facts and phenomena on the material. Documents ensure the preservation, accumulation, transfer and reuse of information. They can be text, graphic, traditional and machine-based, scientific, technical, personal and official.

Official documents are created by legal entities or individuals and are executed in accordance with the established procedure. Official (management) documents are official documents used in the current activities of an organization.

Documents are an indispensable element of the internal organization, ensuring the interaction of structural parts. They are the basis for making decisions, the proof of their execution, and the source of analysis. In management activities, a document acts both as an object and as a result of work.

Documents are classified according to their purpose: regulation of activities, administrative activities, accumulation and generalization of information, transmission of information.

1.2 Legal force and functions of the document

The document was created to record information and give it legal force, which is confirmed by the Latin meaning of the word "document" - proof, certificate.

The legal force of the document is important for management activities, as it ensures the authenticity of the information. It assumes the obligation of the document for addressees and participants of management actions. The legal force of the document is determined by the legislation, the competence of the issuing authority and the procedure for registration. The management body is obliged to comply with the norms of legislation, issue documents within its competence and comply with the rules of compilation and registration. Legally relevant details include: the name of the organization, date and registration number, signature, seal, approval and approval marks.

Various details certify the legal force of the documents: for the application, this is the addressee, the word "application", the text, the date and the signature; for the order - the form, the type of document, the text, the visa, the number, the date and the signature; for the staffing table - additionally the stamp of approval and the seal. For different documents, there are requirements for the details certifying their legal force. The official document is multifunctional and performs general (informational, social, communicative, cultural) and special (managerial, legal, historical source functions) functions. Common functions ensure the preservation of information, reflection of social significance, communication and transmission of cultural traditions. Special functions provide management, consolidation of legal norms and serve as a historical source. These functions are international in nature and determine the rules for drafting and processing documents.

The legal force of the document is provided by mandatory details: the name of the author, addressee, signature, date, number, stamp of approval, seal, etc. A document form is a set of details and a diagram of their location.

1.3 Basic rules for drafting and processing documents

The basic rules for the preparation and execution of management documents in Russia are fixed in national regulatory and methodological documents (state standards). Organizations develop their own requirements for working with documents based on them, reflecting them in the charter, regulations, rules and instructions. These internal documents regulate the rights and obligations of employees, the composition of applicable documents, the competence of managers, the procedure for signing, approving, approving, sealing, and requirements for registration. The documents are subject to requirements for ensuring legal force, prompt execution, search and the possibility of using office equipment. Government standards also regulate the appearance of documents, including the location of details and their layout.

The system of organizational and administrative documentation is of particular importance, since its documents are used everywhere. It has a set of banking details of 30 items, including:

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| 01-The State Emblem of the Russian Federation; | 16 - the stamp of approval of the document; |
| 02 - the emblem; | 17 - heading to the text; |
| 03 - trademark (service mark); | 18 - the text of the document; |
| 04 - the code of the document form; | 19 - a note about the application; |
| 05 - name of the organization that is the author of the document; | 20 - the stamp of approval of the document; |
| 06 - name of the structural unit - the author of the document; | 21 - visa; |
| 07 - name of the position of the person who is the author of the document; | 22 - signature; |
| 08 - background information about the organization; | 23 - electronic signature mark; |
| 09 - name of the document type; | 24 - print; |
| 10 - date of the document; | 25 - mark about the performer; |
| 11 - registration number of the document; | 26 - a note about the certification of the copy; |
| 12 - a link to the registration number and the date of the received document; | 27 - the mark of receipt of the document; |
| 13 - place of compilation (publication) of the document; | 28 - Resolution; |
| 14 - the classification of the restriction of access to the document; | 29 - control mark; |
| 15 - addressee; | 30 - a mark for example |

GOST R 6.30-97 defines the maximum list of details for making documents legally binding and identifying them (details 01-10, 15, 21-24). Banking details 11, 13, 14, 16-18, 20, 25-30 They are used to search and record the passage of a document. Compliance with the standard ensures the rational placement of service marks for clerical operations. The banking details 18 convey the contents of the document. The standard specifies the location of each prop.

2 MEASURES TO IMPROVE THE LEGAL LITERACY OF THE DOCUMENT

2.1 Measures for the prevention, detection, suppression and elimination of defects in the content of a legal document

The analysis of measures for the prevention, detection, suppression and elimination of defects in the content of a legal document begins with the correct drafting of the document. Common causes of defects include low legal literacy of document creators.

Principles of improving the quality of legal documents: realism (the possibility of implementation in practice), clarity (clear, consistent actions), compliance with goals and objectives (improving the quality of legal documentation and, as a result, the quality of life of society) and efficiency (high probability of achieving the desired result). The abolition of the requirements for legal documents may formally reduce the number of defects, but actually worsen the quality of documents. The proposals should be aimed at improving the quality of legal documentation and, as a result, the quality of life of society, since the main purpose of law in a State governed by the rule of law is to protect human rights and freedoms.

The fight against defects in legal documents includes four stages:

1. Prevention: activities aimed at preventing defects in the creation and functioning of legal documents. It includes general measures (improving the economy, politics, and social sphere) and special measures (requirements for documents, training of lawyers).

2. Identification: identification of flaws in the form and content of the document. This is a necessary step to eliminate the defect and prevent it in the future.

3. Suppression: elimination of the impact of defective documents on legal relations and termination of negative consequences by legal means. For example, the recognition of a normative act as invalid by a court, which stops its application and eliminates the consequences of violation of rights.

4. Elimination: correction of identified defects by making changes, additions, or creating a new document that better regulates public relations.

To effectively combat defects in legal documents, it is necessary to establish clear requirements for them at the legislative level. First of all, this applies to certain types of documents, taking into account their specifics. It is advisable to adopt a federal law "On the basic requirements for a legal document", which will consolidate the basic concepts (legal document, details, quality, defect) and general requirements. The absence of such general requirements leads to flaws, disputes, and violations of rights. Fixing the requirements in separate acts will lead to duplication. For the sake of order, it is proposed to consider measures to prevent, identify, suppress and eliminate defects in the form and then the content of the legal document.

2.2 Reasons affecting the quality of the content of legal documents

Due to the lack of federal regulation of public discussion of draft laws, it is proposed to develop and adopt a federal law "On Public discussion of draft Federal Constitutional Laws and Federal Laws." Existing decrees and resolutions have not established an effective procedure. The proposed law will make public discussion a mandatory element of the legislative procedure, guarantee the rights of citizens when discussing draft laws, and prevent comments from being blocked. To ensure guarantees, it is proposed to supplement the Administrative Code of the Russian Federation with administrative responsibility for the illegal blocking of comments. The public discussion procedure should include: Informing the public through the media about the upcoming discussion (which bill, the discussion period, and ways to participate). Conducting a public discussion. The organization should be assigned to a special department of the Ministry of Justice of the Russian Federation (reception, registration, moderation of comments and suggestions).

It is proposed to create a special commission under the Ministry of Justice of the Russian Federation to analyze citizens' proposals on draft laws. The commission, consisting of trained specialists, must analyze the comments and suggestions received, prepare a protocol of public discussion indicating the number of proposals, their analysis and arguments for rejection.

The protocol should be published on a single discussion portal and in print media. This procedure requires significant costs, but, according to the authors, it will increase the effectiveness of legislation, the authority of law, the quality of acts and reduce the number of changes to the original versions.

The reasons affecting the quality of legal documents lead to the need to develop measures to prevent, identify, suppress and eliminate defects in content, especially linguistic ones. The causes of linguistic defects can be divided into three groups:

1. Low language literacy of the general population;

2. Ignorance of the professionalism characteristic of certain fields of activity;

3. Ignorance of legal techniques in terms of language rules.

To effectively combat these defects, all these factors must be taken into account.

2.3 Measures to prevent linguistic defects in legal documents

Linguistic defects in the documents of the Department of Internal Affairs lead to distortion of information and erroneous decisions. Defect prevention requires comprehensive measures:

-Systematic professional development of employees in the field of office management and the Russian language through courses and seminars with error analysis.

-Creation and updating of methodological recommendations for the preparation of documents with instructions and samples.

-Development of internal standards of language design, regulating vocabulary, syntax and stylistics.

-Implementation of software for checking texts for spelling, punctuation, grammar and stylistic errors.

These measures are aimed at improving the quality of linguistic registration of ATS documents.

To effectively prevent linguistic defects in ATS documents, an integrated approach is needed, including:

1. Creation of a centralized electronic database of document templates with correct language design and regular updating.

2. The introduction of the position of a linguist-proofreader or the creation of a linguistic expertise department for professional verification of documents and consultations.

3. Consideration of language literacy in the assessment of professional competence of employees and the inclusion of relevant criteria in the certification.

4. Regular monitoring and analysis of typical linguistic defects to identify systemic problems and adjust educational programs.

5. Conducting selective linguistic examinations of documents by external specialists for an objective assessment of quality.

6. The inclusion of courses in legal linguistics and office management in professional training programs that take into account the specifics of departments.

7. Organization of practical classes on text editing with analysis of real examples of linguistic defects.

Such an integrated approach will minimize the risks of information distortion, increase the legal force of documents and improve the culture of office work in the Department of Internal Affairs.

To prevent linguistic defects, it is necessary to ensure the accuracy and clarity of formulations, to observe the structure and form of legal documents, to ensure the consistency and consistency of presentation, to observe grammatical and stylistic norms, as well as to thoroughly study the relevant legislation.

Efforts to improve the content of legal documents should be comprehensive, including legal, economic, social and ideological measures to improve the quality of legal documentation, human life, and the development of society and the state.

CONCLUSION

High-quality documentation is critically important for the Russian Ministry of Internal Affairs, affecting the interaction of departments, the legality of decisions and the protection of citizens' rights. The active introduction of electronic document management requires improved document authentication. Incorrect registration can lead to delays in deadlines and invalidation of documents.

In the context of digitalization, it is important to comply with the uniform design standards set out in GOST R 6.30-2003. Required details: name, date, number, signature, seal, stamps. It is important to follow the location rules and avoid linguistic defects by improving staff skills and implementing checks.

Copies of documents must be certified with the mark "Correct", indicating the position, signature, transcript and date, as well as a seal. Competent documentation support requires compliance with the rules of registration, control of execution and updating of the regulatory and methodological framework.

Strict adherence to the standards of registration ensures the legal force of documents, efficiency, searchability and increases the efficiency of internal affairs bodies.

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