**Краевой союз потребительских обществ «Крайпотребсоюз»  
Частное профессиональное образовательное учреждение  
«Красноярский кооперативный техникум экономики, коммерции и права»**

Учебный межпредметный профессиональный проект по дисциплинам

«МДК 01.05 Делопроизводство и режим секретности» и «Английский язык»

По теме: «Понятие и виды организационно-управленческих документов»

Educational interdisciplinary professional project on the disciplines

"MDK 01.05 Office work and confidentiality regime" and "English language"

On the theme: "The concept and types of organizational and management documents"

Выполнил студент гр.: ПДЕ - 2(3)

Специальность: правоохранительная деятельность

Игамбердиева Осиё Анваровна

Руководитель проекта: преподаватель

Высшей квалификационной категории

Панасюк Татьяна Владимирова

2025

**Content**

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

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

1. Theoretical aspects of the concept of organizational and management documents............................................................................................................5
   1. Definition and main characteristics...............................................................5
   2. Goals and objectives of organizational and management documents...........6
   3. The main types of organizational and management documents................7-8
2. Practical Significance of Organizational and Managerial Documents for ATS......................................................................................................................9
   1. The importance of organizational and management documents in the management activities of territorial bodies........ ...........................................9
   2. Efficiency of Organizational and Managerial Documents in the Department of Internal Affairs.........................................................................................10

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

List of references.....................................................................................................12

**Annotation**

This project considers the key concept of organizational and management documents, their role and importance in the management system of organizations. Particular attention is paid to the classification of these documents, including orders, instructions, regulations and reports, as well as their functional purpose in the process of making management decisions. The project analyzes the structure and content of the main types of documents, as well as their impact on the effectiveness of internal and external communication in the organization, considers current trends in the design and use of organizational and management documents, including digitalization and automation of document flow.

**Keywords**

Organization, Management, Organizational and Management Documents and Decisions, Documentation, Orders, Instructions, Regulations, Reports, Classification, Document Flow, Communication, Efficiency, Structure, Management Decisions.

**Introduction**

Relevance: In today's management environment, where organizations face constant changes and challenges, the availability of clearly executed organizational and management documents becomes necessary to ensure effective functioning. These documents help to structure processes, establish rules and procedures, which in turn contributes to more effective decision-making. Organizational and management documents play an important role in the legal regulation of the activities of organizations. They serve as a basis for complying with the law, protecting the rights of employees and customers, and minimizing the risks associated with legal consequences.

Problem: Insufficient efficiency and standardization of organizational and managerial documents in the Department of Internal Affairs.

Project goal: Study and analysis of organizational and management documents.

Project objectives:

* To study the definition and main characteristics of organizational and management documents.
* To consider the practical significance of organizational and management documents.
* To analyze the effectiveness and standardization of organizational and managerial documents in the Department of Internal Affairs.
* To expand the vocabulary of professional terms.

Hypothesis: for organizational and management documents to be effective, they must be clearly designed and structured.

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

**I. MAIN PART**

**1. Theoretical aspects of the concept of organizational and management documents.**

**1.1 Definition and main characteristics.**

Organizational and management documents are a type of organizational documents that are necessary in order to regulate the activities with the help of which the implementation of the functions and tasks set for the organization is carried out.

The scope of action of organizational and management documents is different and from this point of view they are divided into legal acts that are in force:

- at the federal level - acts issued by the President of the Russian Federation, the Government of the Russian Federation, federal executive bodies;

- at the level of the constituent entities of the Russian Federation - territories, regions, cities of republican significance of Moscow and St. Petersburg, autonomous regions and districts, as well as their territorial formations;

- within the industry (issued by sectoral bodies of federal executive power);

- within a separate organization, institution, enterprise, firm.

The basis for issuing an administrative document may be the need to:

- organization of execution of adopted legislative, regulatory legal acts and other instructions of higher bodies;

- to carry out their own activities in accordance with the functions and tasks endowed.

**1.2 Goals and objectives of organizational and management documents.**

Goal:

* Ensuring management: The main purpose of organizational and management documents is to maintain the effective management of the organization. They help to formalize processes, which contributes to a clearer and more structured approach to management.
* Capture of information: Documents are used to record and store important information related to the organization's activities, which avoids data loss and ensures that it is available to all stakeholders.
* Simplification of communication: Organizational and management documents facilitate internal and external communication by providing a uniform format for the transfer of information between different levels of management and departments.
* Control and monitoring: Documents allow you to control the implementation of tasks and plans, as well as monitor the results of activities, which is important for assessing the effectiveness of the organization.
* Compliance: Organizational and management documents help ensure that the organization's activities comply with current legislation and internal regulations, which reduces the risks of legal consequences.

The main task of administrative documents is to give legal force to a particular action of the manager. With the help of administrative documents, problems and issues arising in the field of management are resolved; Their addressees are specific structural subdivisions, officials, employees. This category includes instructions, decisions, orders, resolutions and other documents issued to solve certain practical problems.

**1.3 Main types of organizational and management documents.**

The legal grounds for the creation of organizational and management documents in the activities of the organization are:

* regulatory legal acts, including resolutions of the Government of the Russian Federation, decisions of authorities;
* specific instructions from higher bodies;
* implementation of executive and administrative activities in order for the organization to perform the tasks assigned to it in accordance with its competence;
* the need for legal regulation of the work of the administrative apparatus.

The main groups of organizational and management documents:

* organizational documents (legislative and other normative acts, memorandum of association, charter, instructions, regulations, guidelines, structure and staffing, staffing, job descriptions);
* administrative documents (orders, instructions, decisions);
* personnel documents (personnel orders, employment contracts, personal files, T-2 personal cards, personal payroll accounts, employment record books)
* planning documents (targeted development programs, plans for economic and social development, business plans, financial, material, currency balances, estimates, analysis of reporting data);
* financial and accounting documents (general ledger, annual reports, balance sheets, loan agreements, acts of audits, inventories, reports, estimates, invoices, cash books, etc.);
* regulatory documents of higher authorities – documents received by the enterprise from various state and municipal organizations (taxes, environmental protection, etc.) and regulating various issues of its activities;

7. Accounting and statistical documentation (statistical reports, tables, journals, statistical reporting, correspondence);

8. Contracts (agreements), agreements, proposals.

The main types of organizational and management documents:

Resolution is a legal act adopted by the supreme and some central bodies of collegial management in order to resolve the most important and fundamental tasks facing these bodies, and to establish stable norms and rules of conduct.

Decision is a legal act of a collegial or advisory body of ministries, departments, committees, public organizations, academic councils, universities, as well as boards of directors of enterprises in order to resolve the most important issues of their activities*.*

An order is a legal act issued by the head of a government body (its structural subdivision), acting on the basis of one-man management*,* in order to solve the main and operational tasks facing this body. In some cases, it may concern a wide range of organizations and officials, regardless of subordination.

An order is a legal act issued solely by the head, mainly of a collegial body of state administration, in order to resolve operational issues*.* As a rule, it has a limited period of validity and concerns a narrow circle of organizations, officials and citizens.

**II. EXERIMENTAL PART**

**2. Practical significance of organizational and management documents for the Department of Internal Affairs.**

**2.1 The importance of organizational and management documents in the management activities of territorial bodies**

Considering the importance of organizational and management documents in the management activities of the territorial bodies of the Ministry of Internal Affairs of the Russian Federation, it should be noted that they are a form of implementation of all functions of the management process. For example, the planning function is externally expressed in the preparation of a work plan for a department or government body for the quarter, the function of the organization is to issue various Orders regarding the organization of activities, and the control function ends with the preparation of an inspection certificate, an act or a report on the work performed. Organizational and managerial documents of the territorial bodies of the Ministry of Internal Affairs of the Russian Federation are the basis of management activities due to the fact that they determine the key principles of development on the basis of predictive assessments of the activities of a law enforcement agency in society. Meanwhile, the consideration of a document as a form of implementation of the functions of the management process does not mean that in all cases the implementation of each function should be accompanied by the preparation of documents, since the document is only one of the forms of implementation of management activities in the territorial body of the Ministry of Internal Affairs of the Russian Federation. A properly organizational management system should be limited to a minimum of documents, widely using other forms of implementation of management functions.

**2.2 To analyze the effectiveness of organizational and managerial documents in the Department of Internal Affairs.**

Despite the regulated procedure for drawing up organizational and management documents that are the basis of management activities, employees of the territorial bodies of the Ministry of Internal Affairs of Russia often have questions related to:

- in compliance with the rules for drawing up management documents;

- in compliance with the key features of the implementation of organizational and management documents of the territorial bodies of the Ministry of Internal Affairs of the Russian Federation, which are the basis of management activities for the maximum improvement of the quality of work of employees, and, consequently, public order.

Documentation support of the process of managing the activities of the territorial bodies of the Ministry of Internal Affairs of the Russian Federation is based on traditional and fairly routine methods of processing and compiling large volumes of organizational and managerial documents and other documentation, and therefore is characterized by high labor intensity. The work on the adoption and implementation of organizational and management documents, which are the basis of management activities, takes a lot of time from the employees of the territorial bodies of the Ministry of Internal Affairs of Russia. The reason for the above aspect is that all the information contained in the adopted organizational and management documents must be studied and analyzed for compliance with the current regulatory legal acts, and it is also necessary to predict the impact of the document on the rationality of the activities of the state authority in the field of ensuring public order.

**Conclusion**

In the course of the study of the concept and types of organizational and management documents, it was found that they are an integral part of the effective management of any organization. These documents not only record important information, but also serve as the basis for making management decisions, controlling and monitoring processes. The classification of organizational and management documents makes it possible to systematize their use and adapt them to the specifics of the activities of various organizations.

**References**

* Korneev, I. K. Korneev I. K., Pshenko A. V., Mashurtsev V. A.
* Serikova G. N. Dokumentaniye upravlencheskoy deyatel'nosti: uchebnoye posobie [Documentation of management activities: a textbook]
* <https://cyberleninka.ru/article/n/organizatsionno-rasporyaditelnye-dokumenty-territorialnyh-organov-mvd-rossii-kak-osnova-upravlencheskoy-deyatelnosti/viewer>
* Larkov N. S. Dokumentovedenie [Document Science].
* Pershina V. M. Evolution of the concept of "document" in legislative and normative acts of the Russian Federation. X Vseros. Stud. Scientific and Practical Conf.,
* <http://texts.lib.tversu.ru/texts/EOR/ucheb/13436d/e-book/Chap4_3.htm>