КРАЕВОЙ СОЮЗ ПОТРЕБИТЕЛЬСКИХ ОБЩЕСТВ «КРАЙПОТРЕБСОЮЗ»

ЧАСТНОЕ ПРОФЕССИОНАЛЬНОЕ ОБРАЗОВАТЕЛЬНОЕ УЧРЕЖДЕНИЕ «КРАСНОЯРСКИЙ КООПЕРАТИВНЫЙ ТЕХНИКУ ЭКОНОМИКИ,

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**Annotation**

This project work is devoted to the study of the system of archival storage

of documents in law enforcement agencies. It analyzes the regulatory framework governing this area, examines the specifics of document management in the Internal affairs agencies and existing information storage technologies. Special attention is paid to the problems that arise in the organization of archival storage, such as ensuring the safety of documents, the availability of information and the use of modern information technologies.

**Keywords**

Archiving, internal affairs bodies, document management, archival storage, document security, information technology, regulatory and legal regulation, information security, document classification, retention periods, databases, electronic archive, document accounting, document storage, confidentiality

**Introduction**

**Relevance**: due to the increasing importance of effective documentation management in Department of Internal Affairs the context of digitalization and the growing volume of information. Inefficient archival storage of documents in the due to the increasing importance of effective documentation management in Internal affairs agencies entails risks of loss of important information, makes it difficult to quickly access the necessary information, increases the cost of storing and processing documents, and also poses threats to information security. Modern requirements for ensuring the safety, accessibility and protection of information imposed on government agencies make it urgent to find optimal solutions for organizing archival storage, taking into account both traditional and digital methods**.**

**The problem** is the insufficient efficiency of the document archiving system, which is manifested in difficult access to information, information security risks and data security.

**The purpose of the project** is to evaluate the effectiveness of the current document archiving system due to the increasing importance of effective documentation management in the Department of Internal Affairsand develop recommendations for its optimization in order to reduce costs and increase information security**.**

**Project objectives:**

1. To study the concepts of "archiving" and "document management".

2. To get acquainted with the classification and shelf life of documents.

3. To analyze modern methods and technologies of archival storage.

4. Identify the main problems and shortcomings of the system.

**Hypothesis:**

The introduction of modern technologies and optimization of organizational and technological processes of archival storage will improve the efficiency of the archive, ensure reliable preservation and accessibility of documents, as well as minimize the risks of information leakage and reduce financial costs.

**Method**: document analysis, collection and formatting of information.

**1.THE MAIN PART**

**1. The theoretical foundations of archival work and the specifics of document management in the Department of Internal Affairs.**

**1.1. The concept and essence of archival work. The main functions of the archive**

Archival work in the Department of Internal Affairs is an organized system of activities for the creation, accounting, storage, use and destruction of archival documents reflecting the operational, administrative, economic and other activities of the internal affairs agencies.

The essence of archival work in the Department of Internal Affairs is to ensure the safety and accessibility of information recorded in documents for operational, investigative, judicial and other needs, as well as for use for research purposes and in the process of historical analysis of the internal affairs agencies

The essence of archival work in the Internal affairs agencies is determined by the following objectives:

1. Information security: Protection of information contained in the archival documents from unauthorized access, loss, damage and distortion.
2. Ensuring law and order: The use of archival documents as evidence in court proceedings, investigative actions and operational search activities.
3. Study of the history and practice of Internal affairs agencies activities: The use of archival materials to analyze the effectiveness, identify best practices and improve activities.
4. Ensuring the continuity of generations of Internal affairs agencies employees: Familiarizing employees with the history and experience work in order to improve their professional level and develop human resources.

The main functions of the archive in the Department of Internal Affairs:

* Transfer to the archive of completed cases, their classification and registration.
* Ensuring the safety of documents. For this purpose, requirements for archive buildings and premises, modes of storage and placement of archival documents, verification of their availability and condition, and the creation of conditions that exclude loss are implemented.
* Examination of the value of documents. The most valuable and informative documents are selected, the terms of permanent, long-term and temporary storage are determined.
* Execution of public services for providing citizens with archival certificates and extracts.
* Ensuring readiness to rescue documents in case of fire, natural disasters and other emergencies.

**1.2. Types of documents generated in the activities of the Department of Internal Affairs. Classification of documents by type and duration of storage**

**The following types of documents are generated in the activities of the Department of Internal Affairs**:

Managerial (organizational and administrative). They are created within organization. Depending on the purpose, they are divided into administrative, accounting and general documents. Administrative acts include written legal acts of management (job descriptions, orders, instructions, plans). The accounting documentation contains information about completed assignments, assignments, and planned activities (work report, report or memo, reference, and others). The group of general documents includes documents on various issues related to the activities of the body, department (act, protocol, official letter, telegram, and others).

Operational-investigative. Reflect the operational investigative activities of Department of Internal Affairs.

Criminal procedural issues. Reflect the actions carried out to investigate criminal cases. These include protocols of investigative actions, resolutions that contain information on the investigation of criminal cases.

Administrative and procedural issues. Reflect the administrative activities for the protection of public order and ensuring public safety. These include protocols on administrative offenses, rulings on cases of administrative violations, acts of inspection of facilities of the licensing system, and so on.

The retention periods of documents are calculated from January 1 of the year following the year of the end (termination) of the case (journal, accounting book and other storage units) or, if the documents are formed into a nomenclature file, after the year the document was written off into the file. The shelf life of the catalog card (card file) is calculated from January 1 of the year following the year the card was drawn up. After the expiration of the temporary storage periods (1 year, 2 years, 3 years, 4 years, 5 years, 6 years, 9 years, 10 years, 11 years, 15 years, 20 years, 25 years, 30 years, 45 years, 50 years, 75 years, 85 years), the documents are subject to destruction.

Classification of documents by retention period:

1. The retention period "Until necessary" means that the divisions of the internal affairs bodies themselves determine the retention period of these documents, however, this period may not be less than 1 year.
2. The retention period "Until replacement with new ones" is applied, as a rule, to copies of documents that are sent to divisions of internal affairs bodies for use in work, and means that these documents are stored until they are canceled and replaced with new ones.
3. The shelf life of scientific and technical documentation "Until needed" means that these documents are stored in the departments of office management and management or in the departments that use them in their practical activities for at least 5 years. These documents are not transferred for storage to the archival information divisions of the information centers of the territorial bodies of the Ministry of Internal Affairs of Russia at the district, interregional and regional levels.
4. The retention period "Until the liquidation of the library, reference information service" means that documents related to the maintenance and use of libraries and reference information services are subject to destruction only after the liquidation of the library and (or) reference information service.
5. The retention period of "50/75 years", established for personnel documents, means the following: the retention period of the specified documents completed before January 1, 2003, is 75 years; the retention period of the specified documents completed after January 1, 2003, is 50 years

**2. Archival storage of cases in the Department of Internal Affairs**

**2.1. Technology of working with documents: reception, processing, accounting, storage, destruction**

Some principles of the organization of archival storage of documents in the Department of Internal Affairs to ensure the safety, accessibility, completeness and reliability of information:

**The safety of documents** involves the implementation of a set of special regulatory, technical and organizational rules. Some of them are:

* creation of optimal technical conditions for storing documents and files;
* checking the availability and condition of documents and files;
* creating conditions that exclude the loss of documents;
* timely reconstruction and repair of archival premises;
* providing them with modern fire extinguishing, alarm and security equipment.

**Accessibility** of information contained in departmental documents is one of the constitutional norms and a fundamental provision of Federal Law No. 149-FZ of July 27, 2006 "On Information, Information Technologies and Information Protection".

**The completeness** of document storage is ensured, for example, by using the nomenclature of cases, which is a systematic list of names of cases of the body and its structural divisions to be established in the coming year. This list covers the entire volume of documentation to be stored in the internal affairs body, indicating the duration of its storage.

**The reliability** of information is achieved, in particular, through the examination of the scientific and practical value of documents, files, journals, regulations and special publications. There is also a selection of documents, files, journals, regulatory legal acts and special publications with expired storage periods that are not subject to archival storage and have no historical or scientific value.

Registration of cases includes a set of works carried out in stages: a description of the case on the cover; attachment of documents to the case; numbering of sheets; drawing up an internal inventory of documents in the case; registration of a certificate sheet.

1. Case description on the cover. The cover of the case indicates:

- the classification of secrecy corresponding to the highest degree of secrecy of the documents contained in it;

- name of the internal affairs body and structural unit;

- case and volume number;

-case title (moved from the case list);-дата заведения и окончания дела.

The dates of the first and last meetings are indicated on the files with the minutes of board meetings and meetings.

On cases with normative legal acts, the dates of their approval (signing) are affixed, and on cases with reports:

- approval dates;

- shelf life (transferred from the list of cases).

2. Attaching documents to the file. The documents of the case being formed during the current year can be filed using a binder, and at the end of the year they can be filed in the file. Documents of permanent and long-term storage (10 years or more) are filed and bound in hard cardboard covers. Temporary storage documents (up to 10 years) can be filed in semi-rigid and soft covers. Documents in cases are sewn with a strong thread in 3-4 punctures or are bound in a typographic way.

3. Numbering of the case sheets. All documents filed in the case (volume of the case) are numbered in Arabic numerals. The sheet numbers are marked with a simple pencil in the upper right corner of each sheet outside the text of the document. The names of the documents and the numbers of the case sheets corresponding to these documents are entered in the internal inventory of the documents in the case. The sheets of the internal inventory of documents in the file are numbered separately.

4. Drawing up an internal inventory of documents in the file. All documents, regardless of the degree of secrecy and retention periods, are entered in the internal inventory of documents in the file. The internal inventory is drawn up in accordance with the established form and includes the following columns: number in order, index (number) the document, the date and title of the document, the numbers of the relevant sheets of the case, as well as notes.

The internal inventory also indicates the withdrawal or inclusion of documents in the file with reference to the relevant act. The inventory is filed at the beginning of the case, and information about each document being filed is entered into it.

5. Registration of the certification sheet. On the certification sheet filed at the end of the case (volume of the case), a record is made of the number of sheets filed in the case (volume of the case), which is certified by the employee who draws up the case (volume of the case).

**2.2. The procedure for the destruction of archival documents in the internal affairs bodies**

Documents may be destroyed only if the retention period provided for them has expired by January 1 of the current year, counting from January 1 of the year following the year of the end of the case. If the file contains documents of both permanent and temporary storage, then a permanent retention period is established for such a case.

The destruction of damaged permanent storage documents is carried out only with the permission of the CEPC of the Ministry of Internal Affairs of Russia.

The relevant acts on the destruction of documents, files, legal acts and publications are drawn up for the documentary materials selected for destruction, which are signed by the members of the commission and approved by the head of the internal affairs body. The destruction of documentary materials is prohibited until the relevant head approves the act of destruction.

Documents are destroyed by a specially created commission consisting of at least 3 people. The commission for the destruction of documentary materials includes employees of structural divisions directly related to the materials being destroyed.

The files are destroyed together with the internal inventories of the documents in the file, after a sheet-by-sheet reconciliation of the documents filed in them with the records of the acts of destruction of the files and the internal inventories of the documents in the file.

Destruction must be carried out as soon as possible after the approval of the act of destruction. If the documentary materials to be destroyed are exported for destruction outside the internal affairs body, they must be destroyed on the same day. The destruction of documentary materials is carried out in the presence of all members of the commission who participated in their reconciliation.

Upon completion of the destruction of documentary materials, the members of the commission make an entry about this in the act of destruction and certify it with their signatures.

The employees of the office management and regime department responsible for the documentary materials that have been destroyed mark their destruction in the relevant accounting logs (cards) indicating the number and date of registration of the act.

Archival documents to be destroyed are sent for disposal to organizations involved in recycling

.If there are no recycling organizations in the region, the documents are destroyed by a commission specially created on the basis of the order of the chairman of the court by burning or mechanical processing, and an act is drawn up.

Before being sent for destruction, the documents are packed and, if necessary, sealed. The transfer is executed by an acceptance invoice (act), which specifies the date of transfer, the number of cases and other documents included in the act, and the weight of the waste paper.

The following documents are not subject to destruction:

- documents that were formed before 1946, without the permission of the CEPC of the Ministry of Internal Affairs of Russia;

- documents of general proceedings before the approval of case inventories for the relevant chronological period;

- accounting financial documents that have not been audited without the permission of a higher authority.

Acts on the allocation of documents for destruction, as well as documents confirming the fact of disposal, are filed in a separate outfit in chronological order.

In the registration logs (column - note) or accounting and statistical cards (special item or free field), a note is made about the destruction of the case, indicating the number, date of the act and the minutes of the meeting of the expert commission of the court.

A note on the destruction of the case is also affixed in the relevant inventory of cases.

The use of files selected for destruction for household needs is prohibited.

**Conclusion**

In the course of the research, the following conclusions were drawn: the activities of law enforcement officers are daily associated with the compilation, registration and study of a huge number of different documents.

Documented information forms the basis of management in the ATS system. The consistency of regulatory regulation plays a special role. In this regard, document management in the ATS system, systematization and archiving of documents are an important part of the activities of a law enforcement agency. The storage itself is to ensure the safety of files and documents.

Archival work, essentially the storage of documents, is the final stage following documentation and document management in the organization of office work, where the executed documents are prepared for transfer to archival storage.

Registration of cases is carried out by employees of the office management and regime departments and other structural divisions of the internal affairs body responsible for case management.

Documents, files, publications, technical documents, films and tapes with magnetic recordings, etc., which have lost their practical significance and have no historical or other value, are subject to destruction

. For this purpose, an expert commission created in the internal affairs body conducts an expert examination of the values of stored documents to determine their significance and select documents for destruction that are not subject to further storage..

The following documents are not subject to destruction:

- documents that were formed before 1946, without the permission of the CEPC of the Ministry of Internal Affairs of Russia;

- documents of general proceedings before the approval of case inventories for the relevant chronological period;

- accounting financial documents that have not been audited without the permission of a higher authority.

Documents marked "For official use", as well as those containing information of limited access, must be destroyed in court by mechanical shredding (shredding) or in any other way that precludes the possibility of restoring the contents of the documents.

List of used literature

1. <https://base.garant.ru/411260623/>
2. [www.rusarchives.ru](http://www.rusarchives.ru).
3. <https://www.consultant.ru/document/cons_doc_LAW_353044//>
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