**КРАЕВОЙ СОЮЗ ПОТРЕБИТЕЛЬСКИХ ОБЩЕСТВ «КРАЙПОТРЕБСОЮЗ»**

**ЧАСТНОЕ ПРОФЕССИОНАЛЬНОЕ ОБРАЗОВАТЕЛЬНОЕ УЧРЕЖДЕНИЕ**

**«КРАСНОЯРСКИЙ КООПЕРАТИВНЫЙ ТЕХНИКУМ ЭКОНОМИКИ КОММЕРЦИИ И ПРАВА»**

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По теме: «Понятие, назначение и правила оформления реквизитов документа»

Educational interdisciplinary professional project in the disciplines of

“MDK. 01.05 Office management and secrecy regime” and “English language”

On the toping: “Concept, purpose and rules for registration of document details”

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Annotation

In this project, I consider the details of documents, including their purpose, concept and rules of execution. The correct execution of the details of the document plays a major role in the legal force of the document. The missing mandatory requisites deprive the paper of legal significance, which is why it is so important to know how to correctly and accurately draw up the details of documents.

Keywords: Requisites, document, significance, legal, seal, content, requirements, format, standard, signature, stamp, authenticity, design, date, protocols.

Introduction

**Relevance**: Documentation is an integral part of law enforcement. Correct execution of documents, as well as knowledge of their details, are important aspects that affect the effectiveness of the bodies involved in ensuring law and order and protecting the rights of citizens.

**Problem**: Incorrect execution of document details leads to their errors and a decrease in the efficiency of document flow.

**Objective**: To study the concept, purpose and rules for the execution of document details, as well as to identify problems and offer recommendations for improving the practice of document execution.

**Objectives**: 1. To define the concept of "document requisites" and its classification.

2. To consider the main functions and purpose of the document details.

3. Study the rules for drawing up the main details of the document (date, number, signature, seal, etc.).

4. To expand the vocabulary of professional terms

**Hypothesis**: Let's assume that the systematized knowledge and application of the rules for drawing up document details, supported by the use of modern technologies, will increase the efficiency of document flow, reduce the number of errors and ensure the legal significance of documents in the organization.

**Method**: Analysis of existing forms of documents used in the organization.

I. MAIN PART

**1. Theoretical foundations of document details**

**1.1. The concept and classification of document details**

A document is information recorded on a tangible medium that has a certain legal force. In law enforcement, documents can be accepted as evidence, serve as grounds for legal actions and ensure the protection of citizens' rights.

*Types of documents in law enforcement*

Among the main types of documents are:

Protocols, acts, resolutions, established acts.

Document requisites are a list of mandatory information that must be filled in depending on the type of official paper.

*Classification of document details:*

**Permanent**. Established for a standard form of this type of documents, for example, typical for business letters, orders, acts, payment orders.

**Variables**. They are typical for a specific situation and an administrative document.

**Main.** They must be indicated on the form and without which the document will not have legal force.

**Additional**. These are secondary information fields that clarify the information that is specified in the main details of the document.

**1.2. Purpose and functions of document details**

The purpose of document requisites is to identify and describe the document, making it unique and ensuring that it is properly formatted and understood. Without details, the papers lose their legal force.

The details allow you to understand who and when created the official paper, whether it has additions and annexes. Without details, the papers lose their legal force.

In office work, there are uniform requirements and rules for the execution of document details, which are established by state regulations - the Unified State Document Management System, the State Document Management Service, the Standard Instruction for Document Management in Federal Executive Bodies, GOST R 6.30-2003, which introduce uniformity in the execution of documents, which is an integral condition for the automation of work with them and the implementation of effective production management.

Functions of requisites:

* Specify the purpose of the document. The requisites "type of document", "title to the text", "resolution", "text", "codes" and some others indicate the content of the document.
* Determination of the position of the document in time. The "date" requisite shows at what point the document was created.
* Certification of the authenticity of the document. The details "mark of certification of the copy" and "signature" certify the authenticity of the document.
* Reporting other information. For example, a note about the presence of an appendix may indicate that the document does not yet have all the necessary information and should be studied along with other documents attached to it.

**1.3. The role of documents in law enforcement**

The role of a document in law enforcement is extremely important and multifaceted. Documents are used at all stages of law enforcement, from crime prevention to investigation and trial. Here are the main aspects of this role:

1. Recording of information and evidence:

Protocols: Protocols of inspection of the scene of the incident, interrogation of witnesses and suspects, detention, search and seizure are the main documents that record the course and results of investigative actions. They serve as the basis for further investigation and are used in court as evidence.

Statements and explanations: Statements from victims, witnesses, and explanations from suspects are important sources of information that are documented for later analysis and verification.

Exhibits: Documents that constitute exhibits (e.g., forged documents, contracts, telephone records) are carefully recorded and described in procedural documents.

Expert opinions: Expert opinions (criminologists, doctors, accountants, etc.) are documents containing special knowledge necessary to establish the truth in the case.

2. Organization and planning of activities:

Normative legal acts: Laws, government decrees, orders and instructions regulate the activities of law enforcement agencies and determine the procedure for working with documents.

Operational plans: Plans for conducting operational-search activities, plans for the work of units, plans for preventive measures are documents that determine the goals, objectives and procedure for law enforcement agencies.

Statistical reports: Collection and analysis of statistical data on crime, offenses, and the results of the work of law enforcement agencies make it possible to assess the effectiveness of activities and make management decisions.

3. Certification of facts and legally significant actions:

Identity cards: Passports, driver's licenses, service cards of law enforcement officers are used for identification and proof of authority.

Permits and licenses: Licenses to carry out certain types of activities, permits to store and carry weapons, permits to hold mass events are documents certifying the legality of certain actions.

Resolutions and rulings: Decisions to initiate a criminal case, rulings to appoint an expert examination, decisions to involve as a defendant, court verdicts are procedural documents adopted by law enforcement agencies and the court, which have legal force.

**2. Rules for drawing up the main details of the document**

**2.1. Registration of the date and number of the document**

1. Document Date:

1. Location: The date of the document is put to the left of the text, under the requisite "Author of the document" or "Name of the organization" or to the right of the name of the type of document.

2. Methods of registration:

* Digital method: The date is drawn up in Arabic numerals in the sequence: day, month, year, separated by dots. For example: 05.07.2023
* Alphanumeric method: The day of the month is drawn up in Arabic numerals, the month in words, the year in Arabic numerals. For example: July 5, 2023 (or July 5, 2023). The word "year" is optional.

3. Choice of method: It is recommended to use the digital method, especially in documents intended for automated processing. The alphanumeric method is more often used in documents that require more formality, such as orders, instructions, contracts, etc.

4. If the document is not created on paper, the date of creation of the document can be indicated in the metadata of the file.

2. Document number:

1. Location: The document number is put to the left of the text, under the requisite "Document date". In some cases, the document number may be located on the right, next to the date, if it is provided for by the internal rules of the organization.

2. Design: The document number consists of Arabic numerals. It can be simple (ordinal) or contain additional indices reflecting the belonging of the document to a certain type, structural unit or issue.

3. Examples:

* Simple Number: 125
* Number with subdivision index: 01-10/25 (where 01-10 is the index of the department)
* Number with the index of the type of document: Pr-12 (where Pr is an order)
* Number with slashes: No 12/OD

4. Registration: The document number is assigned when it is registered in the organization's records management system.

5. Numbering: As a rule, documents are numbered during the calendar year, starting from January 1. For some types of documents (for example, minutes), a separate numbering may be maintained within each meeting.

**Important notes:**

* Internal rules of the organization: The organization can establish its own rules for the execution of the date and number of the document, fixing them in internal regulations (instructions for document management, regulations on document management, etc.). These rules must comply with the requirements of GOST R 7.0.97-2016.
* Uniformity: It is important to maintain consistency in the design of the date and number of the document in all documents of the organization.
* Verification: Before signing the document, it is necessary to make sure that the date and number indicated are correct.

**2.2. Formatting of the text of the document (title, main part, conclusion)**

**1. Title:**

1. Purpose: Briefly and clearly reflects the content of the document.

2. Location: At the top of the document, usually centered.

3. Formatting:

* Font size: Larger than the main text (e.g., 14-16 pt).
* Style: Bold, bold, or regular (depending on the style of the document).
* Case: In capital letters or with the first capital letter of each word (according to accepted standards).

4. Example: "Report on the results of marketing research"

**2. Main part:**

1. Purpose: Contains the basic information of the document, arguments, evidence, analysis, conclusions, etc.

2. Structure:

* Introduction: A brief description of the topic, purpose and objectives of the document.
* Main part: A detailed presentation of information, divided into logical sections and subsections.
* Paragraph Division: Provides readability and logical structure. Each paragraph should contain a complete thought.

3. Formatting:

* Font size: 12 pt (usually).
* Font: Readable (e.g., Times New Roman, Arial, Calibri).
* Line spacing: 1.0-1.5 (typical).
* Alignment: Width (recommended) or left.
* Indentation: The first line of a paragraph (usually 1.25 cm) or a space between paragraphs.

4. Page Numbering: At the bottom of the document, usually on the right.

5.iUse of lists (bulleted and numbered): To represent enumerations and sequences.

6. Use of tables and graphs: For visual presentation of data.

7. References and footnotes: To indicate sources of information and explanations.

**3. Conclusion:**

* Purpose: Summary of key findings, conclusions and recommendations.
* Location: At the end of the document.
* Formatting: Similar to the body part, but may be a bit shorter.
* Example: "In conclusion, the study showed..."

**Additional recommendations:**

1. Consistent Style: Use the same font, font size, padding, and other formatting options throughout your document.
2. Checking for errors: Carefully check the text for grammatical, spelling, and punctuation errors.
3. Readability: Use clear and understandable language. Avoid complex terms and long sentences.
4. Neatness: Make sure that all elements of the document are neat and even.
5. Compliance: Consider standards (e.g., GOST) or your organization's internal policies.

**2.3. Execution of the signature and seal**

**1. Signature:**

1. Location: The signature is placed under the text of the document or under the requisite "Agreed" (if the document is subject to approval). As a rule, the signature is put on the left.

2. Components: The signature consists of:

* Title of the person who signed the document: (for example, "Head of Department", "Senior Investigator", "District Police Commissioner"). If the document is signed not by the head, but by a person performing his duties or having the right to sign, then the title of the position should be preceded by "Acting" or "Deputy", respectively. For example: "Acting head of department".
* Personal signature: Put with your own hand in ink or paste of blue, purple or black.
* Deciphering the signature: The initials and surname of the signatory are indicated (for example, "A.A. Ivanov"). Initials are placed before the surname.

3. Features:

* The signature must be clear and legible.
* Facsimile signatures are not allowed (except for cases expressly provided for by regulatory enactments).
* Only a person who has the appropriate authority has the right to sign documents.

Example of a signature:

Head of Department Personal signature A.A. Ivanov

**2. Printing:**

1. Types of seals: Different types of seals are used in law enforcement agencies:

* Official seal: Contains the image of the National Coat of Arms of the Russian Federation. It is used to certify the most important documents, the list of which is established by regulatory acts.
* Main seals of the organization (without the image of the coat of arms): Used to certify copies of documents, certificates, travel certificates and other documents that do not require an official seal.
* Seals of structural subdivisions (if provided): Can be used to certify documents related to the activities of a particular subdivision.

2. Requirements for the seal impression:

* The seal impression must be clear and clearly readable.
* The seal impression must cover part of the name of the position of the person who signed the document, or his personal signature. Usually, the seal is placed so that it partially overlaps the signature.
* It is not allowed to affix a seal on an empty space or on the blank text of the document.
* It is not allowed to use seals that do not meet the established requirements (for example, damaged or containing outdated information).

3. Procedure for use: The procedure for the use of seals, including the list of documents subject to certification by a seal, is established by internal instructions and orders of a law enforcement body.

An example of the location of the seal (conditionally):

Head of Department Personal signature A.A. Ivanov

MP

(MP is the place of seal, the seal is placed in such a way that part of the impression goes over the signature "A.A. Ivanov")

**Important notes:**

* Regulations: Each law enforcement agency has its own departmental instructions on record keeping, which must be taken into account when drawing up documents. For example, the Ministry of Internal Affairs of Russia has the Order of the Ministry of Internal Affairs of Russia dated 19.01.2018 No. 25 "On Approval of the Instructions for Records Management in the Internal Affairs Bodies of the Russian Federation".
* Relevance: It is necessary to monitor changes in legislation and departmental regulations governing the procedure for processing documents.
* Liability: Improper execution of the signature and seal may lead to the invalidation of the document and, as a result, negative consequences.
* Confidentiality: Special precautions must be taken when preparing documents containing confidential information.

**CONCLUSION**

Document details are integral elements that determine its legal force, informativeness and ease of use. Proper registration of details is critically important for:

Ensuring the legal significance of the document: The absence or incorrect execution of the mandatory details may cast doubt on the legitimacy of the document and its legal force.

Facilitate search and identification: Clearly and uniformly formatted details, such as date, registration number, name of the organization, allow you to quickly find and identify the document in archives and databases.

Providing information: Requisites contain important information about the document, allowing you to understand its content, author, addressee, date of creation and other necessary information.

Formation of a positive image of the organization: Neat and professional execution of documents demonstrates attention to detail and a high level of organization of work.

During the coursework, the main types of requisites, their purpose and design rules that comply with current standards and regulations were considered. Compliance with these rules is necessary for effective document management, preventing errors and improving the overall efficiency of the organization.

It is recommended to regularly update knowledge in this area, monitor changes in regulations and introduce modern technologies to automate document processing processes.

I hope the information provided was useful and will allow you to effectively apply the knowledge gained in your professional activities.

**SOURCES OF INFORMATION**

<https://e-univers.ru/upload/iblock/b82/03v7kbnfrmp8tmy2xd3x388tfix4nlhi.pdf>

<https://www.consultant.ru/document/cons_doc_LAW_216461/25054737d0c796e4108e398d97f01df6ce768e82/>

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