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**Annotation**

In the conditions of modern society, where information is becoming one of the key resources, the issues of protecting state secrets and performing secret work are of particular importance. The project "The Right to Perform Secret Work" is aimed at studying the legal framework governing activities in the field of secret work, as well as analyzing existing norms and practices in this area. Within the framework of the project, the legislation related to secret work, internal regulations of organizations engaged in such activities will be considered. Particular attention will be paid to the rights and obligations of employees involved in secret projects, as well as mechanisms for control and responsibility for violation of established rules.

**Keywords**

Secrecy, State Secrets, Secret Works, Legal Regulation, Confidentiality, Information Protection, Licensing, Access to Information, Data Security, Regulatory Enactments, Official Information, Control, Legislative Acts, Secrecy Regime, Secret Documents.

**Introduction**

The relevance of the research topic lies in the fact that the problem of secrecy in the activities of internal affairs bodies is of particular importance. The ability to keep secret information of a secret nature is the most important professional quality of internal affairs officers, necessary for the successful performance of their tasks. At the same time, the manifestation of high vigilance is considered a legal obligation of internal affairs officers, enshrined in the legislative and departmental normative acts. However, some employees often underestimate the danger of leakage of such information. They show carelessness bordering on criminal negligence when handling official documents, which often leads to the loss and disclosure of classified information, including during the performance of work.

Problem: Existing mechanisms for monitoring compliance with the law in the performance of classified work are not effective enough to prevent violations by employees and leakage of classified information.

The purpose of the project is to study the responsibility for violation of the secrecy regime in the internal affairs bodies, as well as the reception and accounting of secret documents in the internal affairs bodies.

To achieve this goal, the following tasks have been set:

* to consider the concept of secrecy, accounting and registration of incoming secret documents;
* to get acquainted with the features of the organization of the secrecy regime;
* to reveal the main provisions of control over compliance with the secrecy regime and access of employees of internal affairs bodies to it, reception and registration of classified documents;
* To expand the vocabulary of professional terms.

Hypothesis: the protection of state secrets should be a national task and the most important area of activity of the internal affairs bodies.

Method: General scientific methods. Abstraction, literature analysis, deduction, induction, classification, concretization, modeling, generalization, formalization

**I. MAIN PART**

**1 General Issues of Ensuring the Regime of Secrecy in the Internal Affairs Bodies**

**1.1 Legal and Organizational Basis of the Secrecy Regime**

State secrets are information protected by the state, the dissemination of which may harm the security of the Russian Federation. This information is limited in circulation and is available only in a special manner, which emphasizes its importance for protecting the interests of the state and its legal status in the international arena.

According to Federal Law No. 149-FZ of July 27, 2006, information includes data regardless of the form in which it is presented. The secrecy regime in the internal affairs bodies is a system of measures aimed at protecting confidential information, preventing leaks that may threaten national security.

Confidential information is information that cannot be transferred to third parties without the consent of the copyright holder. State secrets cover data in the field of military, economic, political and operational-search activities, the dissemination of which may harm the state.

Secrecy can be violated not only through disclosure, but also when secret documents are lost, which is considered an emergency. To classify information as a state secret, it must meet the criteria established by the Constitution of the Russian Federation. There are three levels of secrecy:

1. **Of particular importance** is information, the disclosure of which could harm the interests of the Russian Federation.
2. **Top secret** is information that can cause damage to government bodies.
3. **Secret** is all other information classified as a state secret.

The secrecy regime includes organizational and technical measures aimed at protecting state secrets, such as the procedure for developing, registering, storing and destroying material media of information. The legal basis for the secrecy regime is the Constitution and laws of the Russian Federation, including the Law "On State Secrets", which was the first act of this level in Russia.

The main legal documents regulating the secrecy regime include:

* Federal Law "On State Secrets" dated 21.07.1993.
* Law "On Security" dated 28.12.2010.
* Law "On Information, Information Technologies and Information Protection" dated 27.07.2006.
* Decree of the President of the Russian Federation on the Doctrine of Information Security.

The organization of the secrecy regime includes:

* Determination of the degree of information secrecy.
* Public access to classified documents.
* Duties of civil servants to preserve secrets.
* Ensuring secrecy during closed work and the use of technical means.

Measures to protect state secrets are divided into administrative procedural and preventive measures. Administrative measures include the process of classification and restriction of access to information. Preventive measures include certification of information security tools.

Classification is based on the principles of legality, validity and timeliness. Legality requires compliance with regulations, validity requires the need for expertise, and timeliness requires the classification of information in the event of a threat of leakage.

The Law on State Secrets defines areas that may be classified, including military, economic, and intelligence activities. It also provides for the exclusion of information from state secrets when further restriction becomes inappropriate.

The purpose of the secrecy regime is to prevent the dissemination of confidential information through illegal channels and to protect individuals from premature compromise. Secrecy and conspiracy are united by the concept of "preservation and observance of secrecy", which emphasizes the importance of protecting state information.

**1.2 Procedure for admitting employees of internal affairs bodies to work with classified documents**

Order of the Ministry of Internal Affairs of Russia dated September 16, 2019 No. 625 regulates the procedure for the admission of officials and citizens to state secrets in the system of the Ministry of Internal Affairs. Admission is carried out by the heads of organizations in accordance with the established rules. Citizens who need access to state secrets ex officio may be appointed to these positions only after obtaining a clearance.

Persons admitted to state secrets receive a special administrative and legal status, which includes certain rights and obligations. Admission is carried out in the order of permitting proceedings, where interested persons submit an application to the competent authorities with the necessary documents.

Heads of organizations are responsible for the selection of persons admitted to state secrets and for creating conditions under which citizens get acquainted only with the necessary information. There are three forms of security clearance, depending on the level of secrecy:

1. **The first form** is for information of special importance.
2. **The second form** is for top secret information.
3. **The third form** is for classified information.

The admission process includes obligations not to disclose information, consent to the restriction of rights and written consent to verification activities. Persons admitted to state secrets may be temporarily limited in their rights, including the right to travel abroad and disseminate classified information.

Verification measures for the first and second forms of admission are carried out by the Federal Security Service (FSB) and may include various aspects of which the recipient of the admission is not always aware. If a person evades checks or provides false data, admission may be denied.

Refusal of admission is possible in the following cases:

1. Termination of access by decision of the manager.
2. Presence of medical contraindications.
3. Identification of actions that threaten the security of the Russian Federation.
4. Breach of confidentiality obligations.
5. Evading checks or providing false data.

Termination of access may be grounds for termination of the employment contract, but does not exempt from the obligation to disclose information. Even after dismissal, access to state secrets is terminated, and the person does not have the right to share secrets.

To ensure secrecy, rules have been established for holding meetings using classified information. Technical means of encryption and data transmission are used, and the transportation of data carriers is carried out by the Federal Courier Service.

Control over compliance with the secrecy regime is carried out to assess the state of preservation of state secrets and to identify violations. Interdepartmental control is carried out by the FSB and the Federal Service for Technical and Expert Control.

Activities to ensure the safety of state secrets are carried out through the units for the protection of state secrets, which are responsible for maintaining secret records and organizing the secrecy regime. The tasks of managers include training employees, monitoring the transfer of secret documents and ensuring their storage in safes.

Thus, the order of the Ministry of Internal Affairs of Russia establishes clear rules and procedures for access to state secrets, ensuring the protection of information and compliance with the secrecy regime.

**II. EXERIMENTAL PART**

1. **Practical aspects of working with classified documents in the internal affairs bodies**
   1. **Transfer of information constituting a state secret in connection with the performance of joint and other work**

The Federal Law of 21.07.1993 No 5485-1 "On State Secrets" regulates the transfer of information constituting a state secret when performing joint work. The transfer of such information is carried out by the customer with the permission of the relevant authority and only to the extent necessary for the performance of work. The customer must make sure that the contractor has a license to work with classified information, and citizens have the appropriate access.

Organizations in need of access to state secrets may conclude contracts with authorities and other customers for the use of services for the protection of state secrets. Contracts should spell out the obligations of the parties to ensure the safety of information both during and after the completion of work, as well as the terms of financing information security services.

Control over the protection of state secrets is entrusted to the customer. In case of violation of the obligations to protect secrecy by the Contractor, the Client has the right to suspend the execution of the order and, in case of repeated violations, to cancel the order and the license, as well as to bring the perpetrators to justice. Material damage caused by the contractor is subject to recovery.

Organizations working with state secrets need a license from the FSB. Without it, activity on the territory of Russia is impossible. The license allows you to obtain permits from Roscosmos and weapons and military equipment, as well as work with data that is not available to the public.

An FSB license is required for:

* Access to government contracts, where it may be a prerequisite for participation in tenders.
* Protection of confidential information, which allows organizations to work at high-security facilities and provide information protection services.
* Strengthening the reputation and trust of customers and partners.

Organizations that have received a license must renew its validity. Lack of a license can lead to fines and negatively affect business reputation, and in case of serious violations, criminal liability is possible.

**2.2 Admission of enterprises, institutions and organizations to work related to the use of information constituting a state secret**

According to the Federal Law "On State Secrets", the admission of organizations to work with information constituting state secrets (including the creation of protective equipment and the provision of protection services) is carried out on the basis of a license issued by the FSB of Russia.

The license is issued after a special examination and certification of the managers responsible for the protection of state secrets. The organization must:

• Comply with the requirements for the protection of information constituting state secrets.

• Have a department for the protection of state secrets and qualified employees.

• Have certified information security tools.

In special periods (mobilization, state of emergency, martial law), the President of the Russian Federation may establish a different admission procedure.

Information security tools must have a certificate of compliance with information protection requirements. The organization of certification is entrusted to the authorized federal executive bodies. Coordination is carried out by the interdepartmental commission for the protection of state secrets

**Conclusion**

In the course of the work, the following conclusions were made:

The secrecy regime in the Department of Internal Affairs is a system of measures to protect confidential information that prevents damage to national security. State secrets are protected information, the dissemination of which harms the state.

The organization of the secrecy regime includes: determining the degree of secrecy, access to information, performing duties to maintain secrecy, ensuring secrecy during work and record keeping, as well as official investigations.

Access to classified documents in the system of the Ministry of Internal Affairs of Russia is regulated by the Order of the Ministry of Internal Affairs of Russia dated September 16, 2019 N 625. For organizations working with state secrets, a license from the FSB of Russia is required.

Violation of the secrecy regime is subject to disciplinary, administrative and criminal liability.

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