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**Project work**

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**Annotation**

The topic of the research is devoted to the study of the key elements of document management support - document details. It considers the concept of requisites as a mandatory information element that gives a document legal force and ensures its identification. Incorrect or missing registration of details can lead to the loss of legal significance of the document. The emphasis is placed on the functional purpose of the requisites, including the establishment of authorship, date of creation, addressee, content and status of the document. Requisites provide the ability to search, systematize and store. Particular attention is paid to the rules for drawing up details in accordance with the current standards and regulations governing record keeping. Knowledge of the rules for drawing up requisites is necessary for effective office work and document management. The study of the topic will allow you to form the skills of correct drafting and execution of documents that ensure their legal significance and effectiveness in management activities.

**Keywords:**

document requisites, execution of document details, form of document details, national standard of the Russian Federation, variable details, legally significant details, details of documents in the Department of Internal Affairs of Russia.

**Introduction**

**Relevance of the project:** due to the fact that the success of the management activity of any modern organization depends on the quality of documentation. Requisites are the necessary elements of the document that provide it with legal force. As a rule, the requisites include the seal, date, name of the author of the document, signature of the head, emblem of the organization, etc. There is a very poor development of the problem of document management in general and the problems of document requisites in particular.

**The object of this**  research is document management in the organization in the field of compilation, content and types of documentation.

**The subject of** the research is the details of organizational documents.

**The purpose of the project** is to study the details of the document, their purpose and registration in the internal affairs bodies.

**Tasks:**

− to trace the history of the term "document requisite";

− analyze the types and purpose of document details in accordance with regulatory legal regulations;

− to consider the practical aspect of the rules for drawing up the details of documents in accordance with their purpose in the Department of Internal Affairs of Russia.

**Hypothesis:** the correct execution of the details of the document ensures its legal significance and simplifies the processes of searching and processing information

**Method:** a systematic approach to this topic, as well as the collection of thematic information, the study of primary documents, the analysis of the text of regulatory legal acts.

**1 Theoretical and regulatory and methodological foundations of document management**

**1.1 History of the term "document requisite"**

The term "requisites" entered document science in 1960. Since that time, activities on the unification and standardization of documents have been intensified.

GOSTs of the 1970s, regulating the system of organizational and administrative documentation.

The most important development was the Unified State Records Management System (EGSD), approved by the Committee on Science and Technology of the USSR in September 1973.

In the mid-70s, GOSTs came out for management documents, where for the first time the place of each requisite was shown graphically. The first unified documentation systems (UCS) were approved. SDS are complexes of interrelated documents created according to uniform rules and requirements, containing information necessary for management in a certain field of activity.

A complete list of SDS is given in the All-Union Classifier of Management Documentation (OKUD), published in 1983.

The role of requisites has changed by law: they are designed to identify not only information, but also a material carrier. In 2004, this was enshrined in Federal Law No. 125-FZ "On Archiving in the Russian Federation", and in 2006 – in the Federal Law "On Information, Information Technologies and Information Protection".

**1.2 The Concept of Document Requisites**

Document details (from the Latin "requisitum" - "necessary") are a set of mandatory information provided for by the current law or rules for documents, without which they do not serve as the basis for transactions, and the absence of which deprives the document of legal force.

Document requisites are information elements or details that identify and describe a document, making it unique and ensuring that it is properly formatted and understood.

Each document includes a number of constituent elements, which are called requisites (author, title, text, addressee, signature, date, etc.)

Thus, the requisite of the document is a mandatory element of the document.

The entire set of requisites, as well as the scheme of their location in the document, form the so-called document form.

When preparing and executing documents in accordance with GOST R 7.0.97–2016, the following details are used.

The details of the document may include the following information:

For example, title: the name of the document, which briefly describes its content; Date: The date the document was created or issued. number: a unique number of the document that can be used to identify it and search it in the archive; addressee: the person to whom the document is addressed or to whom it is intended. This can be a specific name, organization name, or job title; Sender: The person or organization that created or sent the agreement. signature: the signature of the person responsible for the document, which can confirm its authenticity or authorship; Text: The content of the document, including any necessary information, explanations, instructions, or solutions.

**1.3 Types and purpose of document details**

All requisites are divided into fixed and variable. A permanent requisite is a requisite applied during the production of a unified form of a document or a document form. Variable requisites are requisites applied when drawing up a specific document.

A list of details that should be included in the form in full or in the form of parts containing permanent information is also established. For example, the requisite "name of the organization" is printed on the form in full, the requisite "reference to the index and date of the document" is printed only partially.

Legally significant details. When drawing up documents, attention is paid to the legal significance of the details. The purpose of this group of requisites is to fix in a legally significant form and bring to the addressees of documents and all management participants who will work with documents, instructions for the performance of management actions, confirm a fact of legal significance, and certify the origin of the document.

This group of requisites includes: stamp impression; seal impression; document index; date of creation of the document; signature(s) of authorized officials.

Special rules concerning the execution of certain types of documents may provide for the presence of other details specific only to this type of documents, for this purpose, instructions and other regulations on the organization of records management make reservations that additional mandatory requisites are established for special types of documents, for example, certification signatures on certified copies of documents, etc.

**2. Rules for the execution of document details in the internal affairs bodies**

**2.1 General requirements for the execution of document details in the Department of Internal Affairs**

Documents in the Department of Internal Affairs are drawn up on the forms of the established form, on standard sheets of paper of A4 (210 x 297 mm), A5 (148 x 210 mm) formats or in the form of electronic documents and must have the established composition of requisites with a certain location and design. For certain types of documents, it is allowed to use paper of A3 (297 x 420 mm) and A6 (105 x 148 mm) formats. Each sheet of the document, both on the form and without it, with the exception of regulatory legal acts, must have margins, mm: 30 – left; 10 – right; 20 – upper; 20 – lower. Documents are made on white paper or, in exceptional cases, light-colored paper.

The Ministry provides for the production and use of the following types of document forms: order form; an order form; protocol form; general form; a letter form of the structural unit of the Ministry; Letter form of the internal affairs body.

The details of the Ministry's letterheads, including the reproduction of the National Emblem of the Russian Federation, are executed in a monochrome version: on the letterhead of the Ministry's leadership – in gold, on the letterhead of the Ministry's leadership – in green, on other types of letterheads – in black.

As a rule, only the first page of the document is made on letterheads, standard sheets are used for subsequent ones.

When producing documents on two or more pages, the second and subsequent pages are numbered with Arabic numerals in the center of the upper margin. Proofreading of printed documents is carried out by the executor.

**2.2 Types of documents in the areas of activity of the Department of Internal Affairs**

Depending on the implementation of which of the activities of the Department of Internal Affairs, documents are created, which are divided into the following types:

• managerial (organizational and administrative);

• operational-search;

• criminal procedure;

• administrative and procedural.

Managerial (organizational and administrative) documents are created in the process of internal organizational activities of the Department of Internal Affairs. Depending on their purpose, they, in turn, are subdivided: administrative, reporting and general documents

The following types of document forms are established for the internal affairs body and its structural subdivisions: general form, used for the production of any types of documents, except for letters; letterhead; a form of a specific type of document, except for a letter.

If necessary, forms of other types of documents may be approved by order of the Ministry of Internal Affairs of Russia.

Documents drawn up on letterheads or standard sheets of paper shall contain the following mandatory details of document execution: type of document; date of the document; signature; registration number of the document; a note about the executor of the document.

In the process of preparation and execution of documents, the composition of mandatory requisites may be supplemented with other requisites in accordance with the requirements of the legislation of the Russian Federation, regulatory legal acts of the Ministry of Internal Affairs of Russia, if the purpose of the document requires it.

**2.3 Groups of requisites applied to ATS documents**

All details of the document of the Department of Internal Affairs can be divided into three groups:

- details of the document form (state emblem of the Russian Federation, emblem of the Ministry of Internal Affairs and Internal Troops of the Russian Federation, organization code, main state registration number (OGRN) of the legal entity, taxpayer identification number/code of the reason for registration, document form code, name of the internal affairs body that is the author of the document, reference data on the internal affairs body, date of the document, registration number of the document, reference to the outgoing number and date of the document, place of drawing up (publication) of the document, addressee);

- details of the document that ensure the legal force of the document (stamp of approval of the document, signature, stamp of approval of the document, visa of approval of the document, seal impression, mark of certification of the copy);

- details reflecting clerical operations with the document (mark of control, mark of the executor, mark of receipt of the document, mark of execution of the document, mark of the presence of an attachment, instructions for the execution of the document).

In accordance with the Order of the Ministry of Internal Affairs of the Russian Federation No 615 of 20.06.2012 "On Approval of the Instructions for Records Management in the Internal Affairs Bodies of the Russian Federation" and GOST R 6.30-2003, the following details are used in the preparation and execution of documents in the internal affairs bodies:

05 – main state registration number (OGRN) of the legal entity;

06 - taxpayer identification number/code of the reason for registration (INN/KPP);

07 - document form code;

08 - name of the organization (ATS);

09 - reference data on the organization (on the Department of Internal Affairs);

10 - type of document;

11 - date of the document;

12 - registration number of the document;

13 - reference to the outgoing number and date of the document;

14 - place of preparation or publication of the document;

15 - addressee;

16 - stamp of approval of the document;

17 – instructions for the execution of the document;

18 – title or annotation to the document;

19 - control mark;

20 - text of the document;

21 - a note on the presence of an appendix;

22 - signature;

23 - stamp of approval of the document;

24 - visas for document approval;

25 - seal impression;

26 - mark of certification of the copy;

27 - mark on the executor;

28 - a note on the execution of the document and its sending to the file;

29 - mark of receipt of the document by the organization;

30 - identifier of the electronic copy of the document.

31 – stamp of restriction of access to the document.

**CONCLUSION**

In the course of the work performed, the purpose of which was to study the details of the document, their purpose and registration in the internal affairs bodies, the following tasks were performed: to trace the history of the emergence of the term "document requisite"; to give the modern concept of document requisites; to analyze the types and purpose of document requisites in accordance with regulatory legal regulations; to consider the practical aspect of the rules for the execution of document requisites in accordance with their appointment in the Department of Internal Affairs of Russia.

As a result of the study, the following conclusions were made:

Requisites (author, title, text, addressee, signature, date, etc.) are an obligatory information element of the document. The absence of requisites deprives the document of legal force.

All requisites are divided into fixed and variable.

Legally significant requisites include: stamp impression; seal impression; document index; date of creation of the document; signature(s) of authorized officials.

In modern times, special importance is attached to the requirements for the execution of documents: the legislative framework, as well as regulatory documents, are being actively developed.

Special requirements are imposed on the details of documents drawn up in the Department of Internal Affairs, since their legal significance lies in the fact that they are a means of official certification and legal proof of actions, events, states of legal significance.

When preparing and executing documents in the internal affairs bodies, the details regulated by the order of the Ministry of Internal Affairs of the Russian Federation No 615 of 20.06.2012 and GOST R 6.30-2003 are used.

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