**Regional Union of Consumer Societies "Kraiproteprosoyuz" Private professional educational institution "Krasnoyarsk Cooperative College of Economics, Commerce and Law"**

Educational interdisciplinary professional project on the disciplines: "MDK 1.05 Office work and confidentiality regimes" and "Foreign language"

**Theme:** Rules for the use and handling of classified documents and products in the activities of law enforcement agencies

Interdisciplinary professional training project in the disciplines: "MDK 1.05 Office management and secrecy regimes" and "Foreign language"

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Krasnoyarsk 2025

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Annotation

The presented term paper generally corresponds to the assigned task and allows you to confirm that the student has sufficiently mastered theoretical knowledge on the subject under study and the topic studied. The work was completed without disrupting the work schedule. The term paper generally meets the established requirements in terms of design and structural elements. Sources, additional literature, and regulatory legal acts are correctly analyzed. The topic of the work is fully disclosed, there are no comments.

Keywords

Internal Affairs Bodies, Official Documents, Document Support, Managerial Activity, Efficiency, Management, Record Keeping, Security, Ministry of Internal Affairs, Information Resources, Confidential Nature, Protection System, Textbook, Secrecy Regime, Public Relations, Secret Documents, Normative Acts, Rules of Handling, Research Objectives, Problems, Recommendations, Methodology, Methods, Scientific Works, Criminal Law, Criminal Procedure Law.

INTRODUCTION

The activities of the internal affairs bodies are directly related to the creation of official documents, their circulation, execution and subsequent storage. Documentation support of management activities is typical for any bodies and organizations, but for internal affairs bodies, competent organization of management of forces and means is of paramount importance. One of the security agencies of Russia is the Ministry of Internal Affairs of Russia, which uses special forces, means and methods in its activities only within the limits of its competence and in accordance with the legislation of the Russian Federation. The Ministry of Internal Affairs of Russia, like many other authorities, is the owner of the information resources that are created, acquired and accumulated, some of which are confidential. Their leakage can harm the security of the country. In order to prevent such facts, an appropriate protection system has been created and is functioning. The main purpose of the publication of the textbook is to form the.

**Relevance of the topic:**

Information is the most important product of social production, a constantly increasing resource of mankind. Information is divided into three groups: information for open use; Restricted information – only for bodies that have the appropriate statutory rights (police, tax inspectorate, prosecutor's office). Information related to the second and third groups is confidential and has restrictions on distribution.

**Problem:**

There is a rare training of employees on the correct handling of classified documents and products. Training should be systematic and have a record of results.

**Purpose:**

Formation of basic knowledge about the specifics of office work and ensuring the secrecy regime in law enforcement and economic activities

**Tasks:**

1. To study the basic concepts and characteristics of secret documents in the activities of law enforcement agencies;

2. To consider the concept and characteristics of secret products in the activities of law enforcement agencies;

3. To get acquainted with the regulatory and legal grounds for the use and handling of classified documents and products in the activities of law enforcement agencies;

4. Improving the skills of abstract translation.

**Hypothesis:**

Competent organization of document flow and information protection system in the internal affairs bodies (in particular, in the Ministry of Internal Affairs of Russia) is a key factor in ensuring the security of the country and preventing leaks of confidential information

**Method:**

Creation and circulation of official documents is a process that involves the development, execution and registration of various documents necessary for the functioning of internal affairs bodies. Execution and storage of documents. Ensuring secrecy - creating a system for protecting confidential information and preventing data leaks, which is critical for the security of the country.

**Object:**

The object of the research is the social relations in the handling of secret documents and products in the activities of law enforcement agencies.  
  
 **Subject:**

The subject of this research is the normative acts regulating the handling of classified documents and products in the activities of law enforcement agencies.

1. Basic Concept and Characteristics of Secret Documents in the Activities of Law Enforcement Agencies.

The legislation of the Russian Federation on the protection of information and ensuring the protection of state secrets is based on the Constitution of the Russian Federation, the Federal Laws "On Security" and "On State Secrets", other legislative and by-laws regulating relations related to the protection of state secrets and ensuring the confidentiality of office work in government bodies. The legislation defines the goals and objectives of ensuring secrecy, its limits, principles, technologies and mechanisms for ensuring, liability for non-compliance with adopted standards. The procedure for determining the amount of damage that may be caused to the security of the Russian Federation due to the dissemination of information constituting a state secret, as well as the rules for classifying a document as a particular degree of secrecy are established by the Government of the Russian Federation. The degree of secrecy of information constituting a state and official secret must correspond to the severity of the damage that may be caused to the state service or the security of the Russian Federation due to the dissemination of such information. The Federal Law of the Russian Federation "On State Secrets" establishes three levels of secrecy of 12 information constituting a state secret, and the corresponding secrecy classifications for carriers of the said information: "Special Importance", "Top Secret" and "Secret". The use of the listed secrecy classifications for classifying information that is not classified as a state secret is not permitted. The classification of "Special Importance" means the highest level of secrecy and is assigned to a strictly limited group of documents, products and works containing information of great state importance and constituting a specially protected state secret. The classification of "Top Secret" applies to a group of documents, products and works containing information constituting a state secret. This group of documents, in terms of their content, covers approximately the same issues as documents with the classification of "Special Importance", but in terms of the volume and value of data, they are, so to speak, in a category below carriers of information of special importance. The "Secret" classification is established for documents, products and works containing information of an official nature that is not a state secret. The confidentiality classification, or secrecy classification, is the corresponding requisite that is placed on the document, and the copy number of the document must be indicated under it. The secrecy classification can be changed. Moreover, the reasons for changing it can be different: changes in the list of information constituting secret information; expiration of the secrecy classification; a specific event that has occurred (end of secret work, publication in the press, patenting, etc.).

1.1 Regulatory and legal framework for the use and handling of classified documents and items in the activities of law enforcement agencies Clearance to state secrets involves formalizing the right of citizens to access information constituting a state secret, or the right of enterprises, institutions and organizations to carry out work using such information (Article 2 of Law No. 5485-1 "On State Secrets"). An employee of the personnel department must familiarize you with the responsibility for violating the legislation of the Russian Federation on state secrets (subparagraph "a" of paragraph 29 of Instruction No. 63 on the procedure for admitting officials and citizens of the Russian Federation to state secrets). Then, to formalize the clearance, the materials are transferred to the security and secret department, which sends the necessary documents for verification activities in relation to the person who is being granted clearance to state secrets (paragraphs 31, 33 of Instruction No. 63 on the procedure for admitting officials and citizens of the Russian Federation to state secrets). Verification activities are required to establish access of citizens to state secrets under the first and second forms, and under the third form - only in individual cases. Such activities are carried out by divisions of the FSB of Russia at the location of organizations and their territorially separate divisions (clauses 8, 9 of Instruction No. 63 on the procedure for admitting officials and citizens of the Russian Federation to state secrets). The card with a mark of the FSB of Russia division on the verification activities and the number of access to state secrets is returned to the organization. This mark is valid for six months (clauses 38, 43 of Instruction No. 63 on the procedure for admitting officials and citizens of the Russian Federation to state secrets). The decision to grant a citizen access to state secrets is formalized by an entry in position 8 of the card (form 1), which is certified by the signature of the head of the organization or an official authorized by him and the seal of the organization (if any) (clause 39 of Instruction No. 63 on the procedure for granting officials and citizens of the Russian Federation access to state secrets).

2. Compliance with the rules for the use and handling of classified documents and items in the activities of law enforcement agencies The functions of the chancery in law enforcement agencies are performed by the office work departments. They are an independent structural subdivision of the administration of the Ministry of Internal Affairs of the Russian Federation in the regions, directly subordinate to the head of the Main Directorate of the Ministry of Internal Affairs, performing functions on organizing and maintaining office work, ensuring the secrecy regime [37]. The department has a seal with the image of a heraldic sign - the emblem of the internal affairs agencies of the Russian Federation, other seals (stamps) and forms with its full and abbreviated name necessary for the implementation of its activities. The department may, in accordance with the established procedure, use the seal of the Main Directorate of the Ministry of Internal Affairs with a reproduction of the State Emblem of the Russian Federation. The main activity of the department is the organization of documentation support for the activities of the management of the main directorates of the Ministry of Internal Affairs. The office work department is headed by a chief, appointed to the position and dismissed from the position by the head of the Main Directorate of the Ministry of Internal Affairs of Russia in accordance with the established procedure. The Head directly supervises the activities of the department and bears personal responsibility for the proper performance of the tasks and functions assigned to the department. He also issues orders and instructions within his competence that are mandatory for all employees of the Department. Submits proposals to the management of the Main Directorate of the Ministry of Internal Affairs of the Russian Federation in the region for the creation and reorganization of the department, as well as the departments of office work and the regime of subordinate internal affairs bodies.

2.1 Problems arising in the activities of law enforcement agencies when using and handling classified documents and products Information becomes valuable if its possession will allow its existing and potential owners to gain some kind of benefit: material, political, military, etc. With the transition to the use of technical means of communication, information is exposed to random processes: equipment malfunctions and failures, operator errors, etc. The problem of protecting information from unauthorized access to it arose long ago, from the time when a person for some reason did not want to share it with anyone or not with every person. With the development of human society, the emergence of private property, the state system, the struggle for power and the further expansion of the scale of human activity, information acquires value. The main goals of information protection are: prevention of leakage, theft, distortion, forgery of information; ensuring the security of the individual, society, the state; prevention of unauthorized actions to destroy, distort, block information; protection of the constitutional rights of citizens to maintain personal privacy and confidentiality of personal data; preservation of state secrets. Having the goals of protecting confidential information, methods for protecting confidential information are also necessary. At the same time, it should be taken into account that information with limited access is subject to protection, and the degree of its protection is determined by the owner of this information. Responsibility for the implementation of protection measures lies not only with the owner, but also with the user of the information.

2.2 Recommendations for improving the activities of law enforcement agencies when using and handling classified documents and products - establish stricter compliance with the requirements for the organization and maintenance of classified office work; - establishing a stricter due procedure in organizing the practical activities of all officials, excluding the leakage of classified information and the loss of documents containing such information. Only those documents or materials with which the employee is currently working should always be on the desk. Other documents should be kept in a safe or cabinet. The workplace should be equipped in such a way as to exclude the possibility of viewing confidential documents on the desk by persons not related to them. The desk should also not be visible from the window; - establish a more maximum limitation on the circle of persons admitted to work with classified documents, determine personal responsibility for the safety of secrets associated with their work, as well as the procedure for familiarizing officials and organizations interacting in the process of solving official tasks with classified information; - tighten the implementation of systematic control and assistance to subordinate institutions in organizing classified work and preserving classified documents.

**Conclusion**

The main activity of law enforcement agencies is to maintain confidentiality. Decisions of collegial bodies are formalized in the form of decrees and orders, as well as extracts from minutes. The importance of formalizing official documents, including secret ones, goes beyond the narrow departmental nature, as it concerns state decisions in the field of combating crime. The records management units of the Ministry of Internal Affairs strive to reduce paperwork and streamline records management, focusing on the need to improve organizational work. Documents are classified as outgoing, incoming and internal, as well as simple and complex depending on the number of questions. Verification activities for access of citizens to classified documentation are carried out by the FSB. Responsibility for organizing records management lies with the heads of structural divisions of the Ministry of Internal Affairs. The records management department is headed by the chief, who is responsible for the implementation of the department's tasks and issues mandatory orders for employees.

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