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Interdisciplinary educational project in the disciplines «MIDK 01.05 Paperwork and secrecy regime» and «English language»

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CONTENT

Annotation.........................................................................................................3

INTRODUCTION...............................................................................................4

CHAPTER 1. Theoretical and practical aspects of the secrecy regime in the internal affairs agencies...........................................................................................6

1.1 The concept, essence and forms of the secrecy regime ......................................6

1.2 Principles of secrecy ........................................................................................7

1.3 Duties of employees of the internal affairs agencies who have been admitted to the secrecy regime……………………………………………………………….…8

CHAPTER 2. Regulations governing the observance of secrecy in the internal affairs agencies.....................................................................................................10

2.1 Regulatory acts regulating the observance of the secrecy regime in the internal affairs agencies.....................................................................................................10

2.2 General requirements for ensuring the secrecy regime in the internal affairs agencies and responsibility for its violations...........................................................11

2.3 Problems that arise when observing the secrecy regime and ways to solve them....................................................................................................................12

CONCLUSION ....................................................................................…………14

LIST OF SOURCES USED.................................................................................15

Annotation

Topic "Regulatory acts governing the observance of the secrecy regime in the internal affairs agencies"

 The project is dedicated to the study of regulatory acts governing the observance of the secrecy regime in the internal affairs agencies. In the conditions of modern society, where information security and the protection of state secrets are becoming increasingly relevant. The study examines the basic principles of control over the secrecy regime, including liability for violating the established procedure. Also, practical aspects of the implementation of legislative norms in the activities of internal affairs agencies are analyzed, problems and shortcomings of the existing system are identified. The work contains recommendations for improving regulatory framework in this area, aimed at increasing the effectiveness of information protection and strengthening law and order. The project material is recommended for students majoring in "Law Enforcement Activity".

Keywords (10)

 Secrecy regime, office work, state secret, classified information, classified documents, regulations, internal affairs agencies, legal framework, confidential information, information leakage.

INTRODUCTION

 **Relevance**

 Secrecy is an important tool for ensuring the security of information that is of strategic importance to the state. In the conditions of the modern world, where information can be used as a weapon, the protection of confidential data becomes a priority task for government agencies, military structures and private companies.

 Regulatory acts governing compliance with the secrecy regime play a key role in ensuring the security of information. They establish rules and regulations that must be followed when working with confidential data. The development and compliance with these acts is an integral part of the activities of any organization that deals with classified information.

 **Object of study:** a citizen who has access to classified work, information constituting a state secret.

 **Subject of the study:** regulatory acts governing compliance with the secrecy regime in the internal affairs agencies.

 **Objective of the study:** study of regulatory acts governing compliance with the secrecy regime and their role in ensuring information security, as well as improving vocabulary skills on professional topics in English.

 **Objectives:**

 - describe the concept, essence and forms of secrecy;

 - study the principles of secrecy;

 - study the duties of the employees of the internal affairs agencies admitted to the secrecy regime;

 - study the regulations governing compliance with the secrecy regime in the internal affairs agencies;

 - to study the general requirements for ensuring the secrecy regime in the Department of Internal agencies, and responsibility for its violations;

 - to reveal the problems that arise when observing the secrecy regime and ways to solve them.

 The legislation of Russia, educational literature and Internet sources were used in the work on the project, on the basis of which the relevant conclusions were drawn.

 The practical significance of the research lies in the fact that the secrecy regime is needed in order to protect national interests and preserve the confidentiality of government information.

 **Hypothesis:** it is assumed that the current regulatory legal acts regulating the secrecy regime in the internal affairs agencies of the Russian Federation provide a sufficient level of protection of state secrets and official information of limited distribution from unauthorized access, however, they require improvement of certain provisions and procedures to increase the effectiveness of security measures and minimize the risks of loss of confidential information.

 СHAPTER 1. Theoretical and practical aspects of the secrecy regime in the Department of Internal agencies

 1.1 The concept, essence and forms of the secrecy regime

 The secrecy regime is a set of requirements, rules, organizational, technical and other measures aimed at protecting information constituting a state secret.;

A state secret is information protected by the state in the field of its military, economic, political, intelligence, counterintelligence and operational-investigative activities, the dissemination of which may harm the state [1].

 The complex of measures of the secrecy regime includes:

 -The procedure and rules for the development, accounting, storage, reproduction, delivery, circulation, destruction of material media;

 - Holding meetings on classified issues;

 -Technical protection measures;

 -Admission arrangements;

 -Training and education of personnel;

 -Monitoring compliance with established rules;

 -Search for possible information leakage channels.

 The degree of secrecy of information constituting a state secret must correspond to the severity of the damage that may be caused to the security of the Russian Federation as a result of the dissemination of this information [1].

 Three degrees of information secrecy are established:

 - First degree: of special importance;

 - Second degree: top secret;

 - Third degree: secrecy.

 1.2 Principles of the secrecy regime

 Information is classified as a State secret and classified in accordance with the principles of legality, validity and timeliness.

 *The legality* of classifying information as a state secret and classifying it consists in compliance of the classified information with the provisions of Articles 5 and 7 of this Law and the legislation of the Russian Federation on state secrets [1].

 *The validity* of classifying information as a state secret and classifying it consists in establishing, through an expert assessment, the expediency of classifying specific information, the likely economic and other consequences of this act, based on a balance of vital interests of the state, society and citizens.

 *The timeliness* of classifying information as a state secret and classifying it consists in setting restrictions on the dissemination of this information from the moment it is received or in advance (relevant for scientific developments and intelligence).

 Information that is not classified as a state secret and classified:

 - emergencies and disasters that threaten the safety and health of citizens and their consequences, as well as natural disasters, their official forecasts and consequences;

 - the state of health, sanitation, demography, education, culture, agriculture, as well as the state of crime;

 - privileges, compensations and social guarantees provided by the State to citizens, officials, enterprises, institutions and organizations;

 - on the state of health of senior officials of the Russian Federation;

 - facts of violations of the law by state authorities and their officials (environmental information) [1].

 1.3 Duties of employees of the Department of Internal Agencies admitted to the secrecy regime

 The activities of the internal affairs agencies are largely related to the receipt and use of restricted access information, the disclosure of which may lead to a violation of the constitutional rights of citizens, as well as a decrease in the effectiveness of law enforcement agencies in preventing, uncovering and investigating crimes.

 In the process of carrying out their activities, employees of the internal affairs agencies receive information about the mode and nature of the work of enterprises located in the serviced territory, information concerning the personal lives of citizens, as well as other information (for example, of an official nature) [9].

 Admission of persons admitted to classified information - the familiarization and use of materials classified as state secrets is possible only to a narrow circle of people. At the same time, access to classified information is provided solely on a voluntary basis. This imposes additional rights and obligations on the citizen.

 Access to classified materials (documents) involves:

 - acceptance of the inability to disclose trusted information;

 - accepting limitations on opportunities and rights for a certain period of time (travel abroad, use of secret inventions, privacy during inspections);

 - receiving social guarantees (salary allowances);

 - written approval of the person to carry out checks to confirm the safety of the data (frequency and volume depend on the level of secrecy of the information);

 - familiarization with the measure of responsibility for the dissemination of information.

 Persons admitted to secret work with documents of special importance, top secret and secret are required to:

 - to know and strictly comply with the requirements of the order of the Ministry of Defense of the Russian Federation to ensure secrecy;

 - to keep secret secret information that became known to them through their service (work) or otherwise;

 - to prevent the actions of other persons that may lead to the disclosure of classified information and the loss (theft) of classified documents (products) [9].

 Thus, in order to increase personal responsibility for the preservation of state and military secrets, these requirements are brought under signature to every serviceman, worker and employee admitted to secret work and documents, including those newly arrived for service and employed at the headquarters (institution). These requirements are communicated verbally to military personnel, workers and employees who are not involved in secret work and documents.

 CHAPTER 2. Regulations governing the observance of secrecy in the Department of Internal Agencies

 2.1 Regulations governing the observance of the secrecy regime in the Department of Internal Agencies

 The system of legal and methodological documents regulating the observance of secrecy in the internal affairs bodies can be represented as follows:

 - Laws of the Russian Federation, in particular, Federal Law No. 149-FZ of July 27, 2006 (as amended on 11/23/2024) "On Information, Information Technologies and Information Protection" and Federal Law No. 125-FZ of October 22, 2004 (as amended on 12/13/2024) "On Archival Affairs in the Russian Federation" [2], [3].

 Decrees of the President of the Russian Federation, resolutions and orders of the Government of the Russian Federation regulating the issues of documentation management. The most important of them are:

 - Decree of the Government of the Russian Federation No. 477 dated June 15, 2009 (as amended on 02/01/2020) "On Approval of the Rules of Record Keeping in Federal Executive Authorities" [4];

 - Decree of the Government of the Russian Federation No. 1009 of August 13, 1997 (as amended on 11/15/2024) "On Approval of the Rules for the Preparation of Regulatory Legal Acts of Federal Executive Authorities and their State Registration" [5].

 Departmental legal acts on office management issues are developed in each ministry and department. The following basic regulations have been developed and adopted in the system of the Ministry of Internal Affairs of the Russian Federation, regulating the procedure for record keeping in internal affairs bodies:

 - Order of the Ministry of Internal Affairs of Russia dated August 15, 2011 No. 935 "On the organization of archival work in the system of the Ministry of Internal Affairs of Russia" [6].

 - Order of the Ministry of Internal Affairs of Russia dated September 2, 2024 No. 515 "On Approval of Instructions on Office work in the internal Affairs bodies of the Russian Federation" [7].

 Legal acts and methodological documents of specific organizations. An important role in departmental regulatory regulation belongs to the office management instructions developed in each body of internal affairs.

 Summing up, we can conclude that the system of legal and methodological documents regulating the observance of secrecy in law enforcement agencies is based on the Federal Law and regulatory legal acts of the Russian Federation.

 2.2 General requirements for ensuring the secrecy regime in the Department of Internal Agencies, and responsibility for its violations

 General requirements for ensuring secrecy in the internal affairs bodies (ATS):

 - Creation of independent high-security information protection units in the internal affairs bodies.

 - Systematic organization and implementation of organizational, technical and other measures to protect computer equipment, automated systems, other technical means and systems, as well as measures for their certification and certification.[8]

 - Organization and implementation of technical and other measures for the categorization and protection of classified information in the designated premises of officials and structural divisions.

 - Identification of possible electronic interception devices embedded in objects and technical means.

 - Marking of documentation containing information related to the secrecy regime.

 - Storage of such documents in separate rooms with a high degree of protection.

 - Only specially authorized persons who have passed the appropriate verification and have the necessary authority have access to the documents [8].

 2.3 Problems that arise when observing the secrecy regime and ways to solve them

 The main problems in maintaining secrecy:

 1. Gaps in legislation;

 2. Ambiguous interpretation of the law and legal norms;

 3. The human factor;

 4. Lack of risk awareness;

 5. Technical vulnerability of information systems;

 6. Insufficient control over the dissemination of information (threat of information leakage);

 7. Outdated methods of information protection [10];

 Solving these problems requires an integrated approach, including:

 1. Improvement of the legislative framework in the field of protection of state secrets;

 2. Making changes to existing regulations or eliminating uncertainty through legislative clarification of regulations;

 3. Strengthening control over access to classified information;

 4. Professional development of personnel in the field of information security [10];

 5. Timely software updates;

 6. Regular security audits and penetration testing;

 Regular updates, security audits, and training help minimize the likelihood of attacks and maintain a high level of system protection [10].

 7. Introduction of modern data protection technologies: (centralized data storage, voice channel protection, Wi-Fi security and backup);

 Two-factor authentication and software encryption minimize information risks.

 Effective observance of the secrecy regime is a prerequisite for ensuring national security and protecting the interests of the State.

CONCLUSION

 As a result of the research work, it can be concluded that regulatory acts regulating the observance of the secrecy regime play a key role in ensuring the information security of the state, organizations and individuals. They form a clear legal framework that defines the procedure for handling classified information, responsibility for its disclosure, and mechanisms for monitoring compliance with established rules.

 The effective application of these acts helps to prevent leaks of confidential data, protect national interests and ensure the stability of society. Underestimating or ignoring the requirements of regulatory documents can lead to serious consequences, including damage to reputation, financial losses, and even a threat to national security.

 Continuous improvement of the regulatory framework in the field of secret information protection, as well as increasing the awareness and responsibility of employees working with such data, are the key to successful information security and maintaining the necessary level of secrecy.

 Security clearance is the main measure to ensure information security, and its reliability can prevent and stop information leakage.

 Maintaining secrecy is a dynamic process that requires not only a legal framework, but also a high personal responsibility of everyone involved in working with confidential information. Only the joint efforts of the state and citizens, based on an understanding of the importance of protecting secrets, can guarantee reliable protection against threats and ensure the stable development of the country.

 The hypothesis was confirmed as a result of the project work.

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