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

Interdisciplinary educational project in the disciplines "MDK.01.05 Office management and secrecy regime" and "English language" Interdisciplinary educational project in the disciplines «MDK.01.05 Paperwork and secrecy regime» and «English language»

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Annotation

Topic: "Types, rules of registration and composition of the details of official letters in the internal affairs bodies"

The project is devoted to the study of the types, rules of registration and the composition of the details of official letters in the internal affairs bodies. In the context of modern management, proper document management is an important element of the effective work of government agencies. Official letters serve as the main communication tool between various departments and other government agencies. The work includes an analysis of the classification of official letters, their purpose, as well as design and structure requirements. Special attention is paid to the composition of the details, such as the header, addressee, text, signature and appendices. The study is based on the regulations and practices of the internal affairs bodies, which allows us to identify key aspects for improving the efficiency of document management. The project material is recommended for students majoring in Law Enforcement.

Keywords (10)

Official letters, internal affairs bodies, registration, banking details, document management, classification, communication, regulations, structure, efficiency.

Introduction

**The relevance** of the topic is due to the need to improve the quality of document management in law enforcement agencies, which directly affects the effectiveness of law enforcement agencies. As a result of the analysis, a number of recommendations will be proposed to improve the process of writing and processing official letters. In today's society, where information is becoming one of the key resources, the ability to write business letters competently is a necessary skill for every employee. Business emails can have various types: from requests and notifications to reports and instructions. Each of these types has its own design and content features, which requires the authors to be attentive and aware of the applicable regulations.

**The object** of the study is official letters used in the internal affairs bodies of the Russian Federation.

**The subject** of the study is the types of official letters, the rules for their registration and the composition of the details that are necessary for proper and effective document management in the internal affairs bodies.

**The purpose** of the study is to consider the types of official letters, to study the rules of their registration and the composition of the details, as well as to analyze their significance in the activities of internal affairs bodies. The study will examine the basic requirements for the design of official letters, as well as provide examples of various types of documents, as well as improving lexical skills on professional topics in English.

**Tasks:**

1. To study the theoretical foundations of business correspondence in law enforcement agencies;

2. To consider the practical aspects of the registration of official letters in the internal affairs bodies.

**Hypothesis** I assume that proper registration and compliance with the established rules for compiling the details of official letters in the internal affairs bodies contribute to improving the efficiency of internal and external communication, as well as improve the quality of document management, minimizing the risks of misunderstandings and errors in the process of transmitting information.

1 Theoretical foundations of business correspondence in law enforcement agencies

1.1 The concept, meaning and types of official correspondence in the system of internal affairs bodies Official correspondence is a form of business communication that is carried out in writing between different departments, institutions and organizations, as well as within the same body. In the system of internal affairs bodies, official correspondence includes the exchange of information, documents and instructions necessary for the performance of official duties. It can be carried out both in the form of official letters and in the form of other documents such as reports, requests and notifications. Each of these types of official correspondence has its own design and content features, which requires employees to know the relevant regulations and document management rules. Proper use of various types of official correspondence helps to increase the efficiency of the work of internal affairs bodies and improve the quality of services provided to the public.

1.2 Classification of official letters by content and purpose Depending on the feature underlying the classification, all service letters can be divided into the following groups:: 1. In terms of content- letter of request, letter of confirmation, letter of inquiry, letter of invitation, letter of notification, letter of reminder, letter of thanks, warranty, complaint, instruction, cover, advertising, informational, circular, contractual, commercial, etc. letters.

2. By subject - business and commercial letters. This division is somewhat arbitrary. Business letters are designed to solve organizational, economic, financial, legal, etc. issues of the company's management activities.

3. According to the number of aspects considered in the letter, there are simple and complex (single-aspect and multi-aspect) letters. One-dimensional letters are, for example, a reminder letter (an indication of the approach or expiration of an obligation or event), a confirmation letter (a message about the receipt of a shipment - letters, telegrams, transfers, goods, etc.; confirmation of an agreement, transaction), a cover letter (an indication of the fact sending documents or material assets attached to the letter).

4. On a functional basis- letters of initiative and responses. An initiative letter is a letter written on the initiative of the author. According to the nature of the information contained in it, an initiative letter can be divided into two types:

1) letters that do not require a response letter - warning, reminder, invitation, confirmation, notification, complaint, cover letter, circular, guarantee letter, information letter;

2) letters requiring a response, such as a request, an appeal, a suggestion, a request, a demand, etc..

5. Structurally, there are regulated (standard) and unregulated (non-standard) letters. Standard letters are compiled according to a certain pattern, according to a standard model, and contain a stereotypical set of linguistic cliches - lexical, phraseological, and syntactic. The use of standard texts saves time on their compilation by more than three times. 6. Based on the addressee- regular and circular. The purpose of circular letters is to deliver information of the same content to several addresses, usually subordinate authorities (organizations).

1.3 The regulatory framework governing business correspondence in the Department of Internal Affairs The main elements of this database can be distinguished as follows:

1. The Constitution of the Russian Federation The Constitution is the basic law of the country and defines the general principles of the organization of State power, including law enforcement agencies. It establishes guarantees for the rights and freedoms of citizens, which also affects the organization of the work of the Department of Internal Affairs.

2. Federal laws Federal Law No. 3-FZ of February 7, 2011 "On the Police": This law regulates the activities of the police in Russia, including the organization of work and interaction with other government agencies. Federal Law No. 63-FZ of April 6, 2011 "On Electronic Signatures": Regulates the use of electronic signatures in document management, which is relevant for official correspondence. Federal Law No. 152-FZ of July 27, 2006 "On Personal Data": Defines the procedure for processing personal data, which is important for maintaining confidentiality in official correspondence.

3. By-laws Resolutions of the Government of the Russian Federation: Some resolutions may relate to issues of document management and official correspondence. Orders of the Ministry of Internal Affairs of the Russian Federation: Internal documents of the Ministry of Internal Affairs contain instructions and instructions on official correspondence, paperwork and interaction between departments.

4. Regulatory documents of the Ministry of Internal Affairs Instructions on office work in the internal affairs bodies of the Russian Federation: This document regulates the procedure for record keeping, including the rules for processing official letters, their registration and storage. Methodological recommendations on document management: These recommendations help employees to properly prepare documents and conduct official correspondence.

5. General rules of office work GOST R 6.30-2003 "System of standards for information, library and publishing. General requirements for documents": Establishes general requirements for the preparation of documents. GOST R ISO 9001-2015 "Quality management systems": Although this standard is not specific to ATS, it may be applicable to document quality management issues.

2 Practical aspects of the registration of official letters in the internal affairs bodies

2.1 Composition and rules of registration of business letter details A business (official) letter is an information and reference document prepared by an organization (individual) and sent to the addressee (organization or individual), usually by mail. By agreement between the author and the addressee, a business letter can be sent by fax or by e-mail in the form of an electronic document or an electronic copy of the letter (scanned). Files of emails and electronic copies of emails are usually created in graphic pdf, tiff or jpeg formats. The composition of the letter's details and the rules for their design are established by GOST R 7.0.97-2016 "System of standards for information, librarianship and publishing. Organizational and administrative documentation. Requirements for registration of documents".

The registration of official letters in the internal affairs bodies (ATS) and other organizations requires compliance with certain standards and rules. The details of a business letter are mandatory elements that must be included in the document for its proper design and identification. The composition of the business letter details and the rules for their registration are given below.

Conclusion

In conclusion, the conducted study of the types, rules of registration and composition of the details of official letters in the internal affairs bodies allows us to draw a number of important conclusions. Official letters play a key role in ensuring effective communication within the department, as well as between various government agencies and citizens. An analysis of various types of official letters, such as requests, notifications, reports, and others, showed that each category has its own specific requirements and features. Proper registration of official letters, including compliance with established standards and the use of necessary details, contributes not only to improving the level of professionalism of employees, but also to improving the quality of interaction with external and internal partners. The composition of the details of official letters, including the header, date, addressee, subject, main part and signature, requires a careful approach. Each element performs its own function and affects the perception of the document. Following the rules of formatting, such as clarity, conciseness and formal tone, significantly increases the efficiency of information transmission and contributes to a better understanding of the content of the letter. Thus, the correct registration of official letters in the internal affairs bodies is an integral part of the professional activities of employees. It not only reflects their level of training and responsibility, but also affects the overall effectiveness of the department. It is recommended to continue studying this topic in order to develop more detailed recommendations and standards that will help improve the document management process in law enforcement agencies. The hypothesis was confirmed as a result of the project work.

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