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KRASNOYARSK COOPERATIVE COLLEGE OF ECONOMICS AND COMMERCE

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On the teeing:Retention periods for documents constituting a state secret. Procedure and methods of destruction of classified documents

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Annotation

In this project, I am studying the retention periods of documents containing state secrets, as well as the procedure and methods of their destruction. I am reviewing the regulations governing the handling of classified materials, including the requirements for their accounting, storage and disposal.I am analyzing methods of destroying classified information carriers, ensuring the impossibility of its recovery, as well as the procedure for issuing disposal certificates.

Keywords

Record keeping, documentation, document management, secrecy regime, state secret, secret documents, retention periods, destruction of documents, accounting of secret documents, journal and card form of accounting, storage of secret documents, safe storage, commission on destruction, act of destruction, access control, responsibility for disclosure, secret record keeping, information protection, unauthorized copying , internal affairs agencies (ATS).

INTRODUCTION

The relevance of the research topic lies in the fact that the disclosure of information classified as a state secret can damage the security of the entire state, rather than a separate institution of the law enforcement system. Also, a state secret differs from official, commercial and other secrets, because the information that makes it up is directly related to the state interests of the Russian Federation, and not a specific enterprise.

The problem is that in modern conditions, the importance and significance of secret office work is related to the need to protect confidential information, the leakage of which can damage security.

The purpose of the study was to provide organizational and legal support for the management, storage and destruction of classified documentation.

Tasks

1. to reveal the concept, essence and types of office work in the Department of Internal Affairs;

2. to consider the secrecy regime in the activities of the internal affairs bodies, its elements;

3. to investigate the procedure for classifying information as a state secret and secrecy;

4. to study the features of secret office work in the Department of Internal Affairs;

5. Consider the retention periods, procedures, and methods of destroying classified documents.

Hypothesis: the shelf life of classified documents depends on the degree of their secrecy, and destruction is carried out in strictly regulated ways that exclude information leakage.

Method: Analysis of regulatory acts (laws of the Russian Federation, departmental instructions), study of the practice of destruction (methods: incineration, crushing, chemical treatment), comparison of shelf life (for different types of secrecy).This approach will reveal the key principles of working with documents containing state secrets.

1. Theoretical foundations of office work in law enforcement agencies

1.1 The concept, essence and types of office work in the Department of Internal Affairs

Record keeping in law enforcement agencies is an activity that ensures the creation of official documents and the organization of work with them.

Record keeping includes two components - documentation and document management. Documentation is the fixation of information on tangible media in accordance with the established procedure.

Document management is the movement of documents from the moment they are created or received to the completion of execution, placement in the file and (or) dispatch, as well as document storage (archiving).

Documents submitted to the organization are processed:

- primary processing;

- preliminary review;

- registration;

- management review;

- transfer for execution

The following main types of documents are generated and used in the activities of the Department of Internal Affairs:

1) regulatory legal acts of the Ministry of Internal Affairs of the Russian Federation (federal laws, decrees of the President of the Russian Federation, resolutions of the Government of the Russian Federation, acts of subjects of the Russian Federation, international treaties and agreements, civil law treaties and agreements);

2) non-normative legal acts (personnel orders, orders, instructions, interdepartmental agreements, protocols);

3) information and reference documents (letters, acts, conclusions, memos and memos, certificates, telegrams, facsograms);

4) citizens' appeals. The central place in the information support of the Department of Internal Affairs is occupied by records, which are used to register primary information about crimes and the persons who committed them.

Almost all documentation on the main activities in the ATS system has a unified form. However, self-written documents are often prepared in violation of the requirements of the current standard. The bulk of the documents in the document flow is the outgoing documentation [12].

Cases are formed in accordance with the nomenclature of cases, compiled separately for unclassified and classified documents. From the moment of establishment and until the transfer by the head of the office management group and the department regime to the divisions of the special funds of the Main Directorate or for destruction, the files are stored at the place of their formation.

The Department of Internal Affairs has established a special procedure for the destruction of documentary materials. They are destroyed on the basis of the decision of the expert commission approved by the head of the body. Appropriate acts are drawn up for the documentary materials selected for destruction.

1.2 The secrecy regime in the activities of the internal affairs bodies, its elements

Compliance with the secrecy regime is ensured by means of established rules (requirements), which are fixed in regulatory legal acts at the legislative and subordinate levels. This concerns both the development, circulation, storage, and handling of information containing information constituting a state secret, as well as the procedure for admission and access to it by a certain circle of people.

Compliance with the secrecy regime is ensured through the following measures::

- not to disclose information constituting a state secret, as well as to comply with other requirements of the legislation of the Russian Federation on state secrets – are fixed in the employment contract and the agreement on non-dissemination;

- informing, in accordance with the established procedure, about the data available to an official or a citizen of the Russian Federation admitted to state secrets, indicating the existence (occurrence) of circumstances that are grounds for refusal of admission to state secrets.;

- informing them, in accordance with the established procedure, about attempts to obtain information from them that constitutes a state secret.

At the same time, officials working with classified information are provided with [4]:

- percentage allowances to the official salary (tariff rate), depending on the degree of secrecy of the information to which they have access.;

- percentage allowances to the official salary (tariff rate) for work experience in structural divisions for the protection of state secrets;

- preferential right, all other things being equal, to remain at work when state authorities, local governments, public authorities of federal territories, enterprises, institutions and organizations carry out organizational and (or) staff events.

The state secret protection bodies include:

- Interdepartmental Commission for the protection of State secrets;

- federal executive authorities (Ministry of Security of Russia, Ministry of Defense, Federal Agency for Government Communications and Information under the President of the Russian Federation);

- The Foreign Intelligence Service of the Russian Federation, the State Technical Commission under the President of the Russian Federation and their local bodies. They organize and ensure the protection of state secrets in accordance with the functions assigned to them by the legislation of Russia.;

- state authorities, enterprises, institutions, organizations and their structural subdivisions for the protection of state secrets, which in turn ensure the protection of information in accordance with their assigned tasks within their competence.

Every official authorized to access information constituting a state secret should understand that state secrets are an essential element of the state's information resources, and also remember when carrying out operational and official activities that the protection of state secrets is the main activity of the internal affairs bodies of the Russian Federation.

2. Features of secret office work in law enforcement agencies

2.1 The procedure for classifying information as a state secret and secrecy

The secrecy regime in the internal affairs bodies is a uniform procedure established by the normative acts of the highest bodies of state power and public administration for ensuring the safety of state secrets, providing for a system of administrative, legal, organizational, engineering, technical and other measures, the main of which are:

1) rules for classifying information as a state secret;

2) requirements for employees who are allowed access to documents of special importance, top secret and classified documents, works and products;

3) the procedure for secret record keeping and production of all other secret works;

4) state and departmental control over compliance with the established procedure for the storage and use of state secrets;

5) the responsibility of officials and other persons who are entrusted with state secrets in their service or work, according to the departmental Instructions on secret record keeping.

The Law of the Russian Federation of July 21, 1993 No. 5485-I "On State Secrets" regulates the procedure for working with documentation classified as "Secret". In particular, this regulatory act distinguishes the levels of secrecy of documents containing state secrets and those subject to protection.

Each level of secrecy has a specific label: "Of special importance"; "Top secret"; "Secret".

2.2 Features of secret office work in the Department of Internal Affairs

To conduct secret office work in the Department of Internal Affairs, a specially trained employee is appointed who has knowledge of maintaining and accounting regulations on the secrecy regime, is personally responsible for the safety of documents, and conditions are created for working with these documents.

Incoming documents are recorded in the incoming document log or the incoming document accounting card. The registration number is entered in the corresponding column of the batch control log.

The printed document is marked with a secret stamp and the copy number in the upper-right corner, as well as the details specified in Article 12 of the Law "On State Secrets":

- on the degree of secrecy with reference to the item on the list of information to be classified in this body.;

- about the body responsible for classifying;

- the date or condition of the declassification of information, or the event after which the information will be disclosed.

If it is impossible to indicate this information on the carrier of information constituting a state secret, this information is indicated in the cover letter.

Documents of special importance are reproduced with the written permission of the head, separately from work with top secret and classified documents, and only in the presence of the head of the secretariat, his deputy, or an employee responsible for recording and storing such documents.

They are stored separately from other documents in the safes of the secretariats, secret archives, as well as in special storages, where their permanent storage is allowed.

Documents of special importance, having the most important state significance, are permanently stored in the safes of the secretariat in cases, envelopes or folders sealed with the personal seal of the head of the internal affairs body or an employee directly related to these documents. The list of such documents is determined by the head of the internal affairs body. On the packaging of these documents, warning labels are made about who has the right to open the package, personal stamp numbers and registration numbers of sealed documents are indicated.

Next, the terms of storage, the procedure and methods of destruction of classified documents are considered.

2.3 Terms of storage, procedure and methods of destruction of classified documents

Accounting for secret documents is the registration and control of their safety. In the practice of law enforcement agencies, there are two forms of accounting for classified documents: journal and card records.

When recording secret documents, registration numbers are assigned and the following information is recorded:

- number of sheets;

- number of copies;

- source of receipt;

- brief content;

- date of admission.

Are subject to accounting:

- secret documents;

- workbooks;

- special notebooks;

- separate sheets of paper.

CONCLUSION

In modern conditions, the importance and importance of secret record keeping are related to the need to protect confidential information, the leakage of which can damage security. Its features are as follows: prevention of accidental loss of documents, for this there are special rules for working with documents containing state and official secrets; control over the dissemination of information - it is important to prevent the dissemination of important information, but at the same time to avoid mass classification and the resulting problems.; destruction of documents that have lost their significance - it is necessary to get rid of documents that have lost their practical, scientific and historical significance.

Secret record keeping is important not only in government agencies, but also in large commercial organizations where there are classified documents.

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