

УДК 005.92+005.921.1

DOI 10.28995/2073-0101-2019-1-102-113

Nataliya G. Surovtseva

Russian State University for the Humanities, Moscow, Russian Federation

Requirements for Electronic Document Flow Systems and Electronic Documents Storage Systems: Problems and Solutions

Abstract

The development and application of modern technologies in various sectors require an improvement of the legislative and regulatory frameworks for using electronic documents. It should be facilitated by the development of the Standard Functional Specification for Electronic Document Flow Systems and Electronic Documents Storage Systems in Government Archives. Functional Specification is understood to mean a list of requirements, implementation of which should be provided by the system to enable users to perform their tasks (functions, duties) in accordance with established regulatory documents. Despite the fact that the development of

this problem at scientific and methodological level in the Russian Federation has been carried out for over two decades, the practical conditions for its implementation have only been formed in recent years. In the face of transition to paperless document circulation and since storage of archival records involves a different workflow, archival storage of electronic documents should be implemented within the framework of an independent information system. To ensure the informational compatibility of the operational records management system and the archival storage system in order to maintain the continuity of the life cycle of records means to ensure the continuity of electronic records metadata. Therefore, one of the main requirements is to determine mandatory metadata list to be transmitted from the electronic records management system to the storage system. The interoperability of these systems is ensured by implementing a number of requirements in the electronic records management system, including selection of records in accordance with their storage periods, formation of containers of electronic records containing electronic, formation of electronic files consisting of electronic records (containers of electronic records) and automatically formed inventory files, documents of structural unit.

Keywords

Electronic document, matadata, storage of electronic documents, document store, records management.

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About author

Surovtseva Nataliya Gennadievna, PhD in History, associate professor, Russian State University for the Humanities, assistant professor, Moscow, Russian Federation, +7-916-020-21-65, nataliyasurovceva@yandex.ru

Submitted 9.11.2018, published (for citation):

SUROVTSEVA, N. G. Trebovaniya k sistemam elektronnoy dokumentooboroty i sistemam khraneniya elektronnykh dokumentov: problemy i resheniya [Requirements for Electronic Document Flow Systems and Electronic Documents Storage Systems: Problems and Solutions. In Russ.]. IN: Vestnik arhivista / Herald of an Archivist, 2019, no. 1, pp. 102-113. doi 10.28995/2073-0101-2019-1-102-113

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