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Work Regulations in the Archival Organizations: History and Prospects

## Abstract

The article considers the development of the archives of organizations' work regulations as an element in the system of normative and methodological documents that regulate the work with documents throughout their life cycle. Since the Federal Archival Agency has been granted the authority to develop and implement state policy in the field of archiving and records management, analysis of legal regulation in this sphere is growing more significant. The release of new regulations was covered in publications, but there was no targeted analysis of their historical development. Therein stems the objective of the research, which is to analyze the methodology of rules development, changes in their structure, and content. Comparative

analysis of the 1925 to 2015 rules reveals that the rules, as one of main regulating tools used by archival authorities in the records management, were modified many times, reflecting development of archival science theories and reforms of archival authorities. The study identifies two stages in the rules formation: prior to 1963, they regulated the work of the institution's archives, changes in the text reflect the search for solutions to the problems of archival acquisition via methods of selecting documents for destruction; after 1963, they stress the continuity of records management requirements throughout their entire life cycle, there appear sections related to working with the "documentary part," and selection of documents for permanent storage via examination of the documents value is being institutionalized. The principle of continuity remains in all subsequent work regulations for the archives of organizations. Rules of records management and rules of state archives work make up a package of regulations governing work with documents from their creation to "eternal" storage or destruction.

### Keywords

History of archiving, work regulations for the archives of organizations, normative legal regulation of archiving, Federal Archival Agency (Rosarchive), archiving and records management, archive of an organization.

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