

Bykova A.G., Noyabrsk, Russian Federation

Inspection of Files, Documents Compilation and Storage: A Case-Study of Joint Stock Company “Gazpromneft–Noyabrskneftegaz”

Abstract

The article reviews practical experience of controlling the current and temporary storage of documents in the joint stock company “Gazpromneft-Noyabrskneftegaz”. The main purpose of the study is to identify common problems concerning current storage, compilation and storage of documents of organization according to existing regulation; to seek new forms of work within departmental archives of enterprises with complex structure and to invite the colleagues to discuss the application of their practical experience. The article is a case-study of the oil and gas of Noyabrsk JSC "Gazpromneft – Noyabrskneftegaz" based on the results of a comprehensive inspection of all structural units in 2013. It describes the auditing: main stages, types of documents and results. Documentation on the processes has formed the basis of the information and reference database on documents movement in separate structural units, as well as within the enterprise. Analysis of problems has prompted to search for new forms and methods of work in the departmental archive exercising self–management functions. These forms include creating a page on the enterprise internet portal; active use of information technologies; regular days for in-person consultations on structural units documents registration, storage and accounting; conducting a master–class on compilation of files and drawing up of accounting records. It is necessary to conduct periodic random and unscheduled targeted or thematic inspections in order to achieve sustainable positive effect demonstrated by the comprehensive inspection. Development, approval and implementation of local regulatory and procedural documents is to fix the new forms of work and improve the documents preservation in the archive of the enterprise. The author proposes to apply the practical experience of the departmental archive in control over structural units of the enterprise.

Written by Bykova A.G.

Tuesday, 25 March 2025 00:00



Keywords

Archival fund, documentary verification of organization, office work, documental flow, preservation of documents, completing, current storage, nomenclature, informational reference apparatus, information technologies.

Download the article: [pdf](#)

About the authors

Bykova Alla Gennadievna, director of the central archive for document management and information support of Joint Stock Company “Gazpromneft-Noyabrskneftegaz”, Noyabrsk, Russian Federation, 8-922-289-63-31, alla-bykova68@mail.ru

You can read completely article in the russian historic-archival magazine “The Herald of an Archivist”. Read more about terms of subscription [here](#) .

Полностью материал публикуется в российском историко-архивоведческом журнале ВЕСТНИК АРХИВИСТА. Ознакомьтесь с условиями подписки [здесь](#) .