

Mashchenko N.E., Donetsk, Donetsk People's Republic

Conditions and Prospects of Document Support of Management and Archiving in the Donetsk People's Republic

Abstract

The paper attempts to identify problematic issues and development trends of document support of management (hereafter referred to as DSM) and archiving in the Donetsk People's Republic. DSM system is one of the most important factors of state building and formation of state agencies. Documents support all business processes in enterprises, organizations and institutions. DSM determines effectiveness of decisions-making at all levels. Therefore, conceptualisation of document management is an important task requiring a strategy of DSM and archiving development and a creation of a modern state system of DSM, as well as further development of the legislative framework (standards, provisions, rules, regulations, procedural guidelines for DSM and archiving) and creating conditions for adequate function of electronic document flow and use of modern information technologies in the work of record keeping and archiving institutions personnel. Strategy of DSM and archiving development should make allowance for strengths and weaknesses of the sphere under current conditions. In the Donetsk People's Republic there has been set a General State Directorate of Document Support and Archiving in order to coordinate the state policy in the sphere of archiving and DSM. The Directorate, in addition to coordinating the activities of subordinate agencies, is developing regulatory frameworks in the field of archiving and DSM. Laws, regulations and rules to fix terminology defining basic rules of work with documentation and archival fonds have been passed. Ministries and agencies work on unified formats and forms of documents. The Donetsk People's Republic promotes academic training of specialists in the field of document science and archiving.

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Keywords

Document support of management, government records management, archiving, regulatory and procedural documents, unified documents forms, regulations management, terminology standardization.

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