The normative-legal basis for documentation management operation in enterprises

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Abstract. There was analyzed normative-legal securing of documentation management operation in enterprises, the attention is paid to SCMD 010-98, SSU 3843-99, SSU 3844-99, SSU 4163-2003, ISO 15489-2001, there were proposed the ways of improvement for normative-legal securing of documentation management in the sphere of enterprises management.

Keywords: documentation management, managerial activity, standards, documentation system.

Topicality. Information is one of the primary resources, the value of which is equal to the value of material and natural resources. Documentation management can't operate without normative-legal securing of information resources, because information is necessary component in the sphere of documentation management securing. In order to satisfy the information needs of consumers the activity of enterprises is characterized by changes. There were organized professional associations, renewed the flow of professional literature which are important criteria of legal securing actualization in documentation sphere. Today there is growing attention to the normative, methodological and scientific securing and particularly to document management of an enterprise. Today in the managerial structures of Ukraine there is underdeveloped normative- legal basis that defines the functioning of a document, there is urgent problem of the status for documentation securing in organizations and control over their work the by the state. There are requirements as for regulation of issues related to informatization of management, use of new information technologies, computerization and use of modern communication means.

Analysis. A number of publications by Ukrainian and foreign scientists were devoted to consideration of documentation management, this problem was researched by: V . V. Bezdrabko, S. G. Kuleshov, G. N. Shvetsova-Vodka, S. P. Shaposhnik, N. I. Goncharova, Y. I. Palekha, I. V. Zakharova, M. V. Samsonova, L. A. Rumynina and others. There are gaps in research of documentation management. Currently the scientists don't pay enough attention to documentation management and its role in the science of documentation.

The purpose is the study of normative-legal securing for documentation management in modern enterprises of Ukraine.

Findings. The improvement of public administration processes, increasing its economic efficiency is directly related to documentation security for managerial activities of public bodies at various levels. In modern conditions the system of public administration in Ukraine imposes high demands on employees and managerial staff because they all, without exception, work with documents and information databases, which requires professional skills and training for management of informational documenting. The document has always been under scrutiny by the state. There is no effective management without orderly documentation. In addition, the development of political, economic and trade relations with the outside world,

Ukraine ensures that domestic enterprises, institutions and organizations face the need to adhere to international standards of information sharing and document management [1].

Documents play an important role in managerial process, they are administrative tools which reflect the organization activity on the basis of their managerial decision making as a main argument in controversial situations, securing individual rights and being a way of proof. Administrative documents form the documentation core of an institution. In the basis of managerial activity in any organization there are processes of information obtaining, processing, decision making, bringing it to the performers, controlling, execution and conclusions. Documentation management has a particularly important meaning in the implementation of effective control over the managerial decisions fulfillment. Monitoring of managerial decisions is a major element in administrative work in any institution.

Documentation management as a separate line of documentation science, designed to develop theoretical and methodological foundations for functioning and development of complex dynamic document-communication system, which performs providing the administration structures with documentation and highly qualified specialists who carry out these processes [12].

Documentation management significantly affects the speed, economic efficiency and reliability of the system management in an enterprise. The legal basis for Ukrainian document keeping make up the laws that regulate the general principles of state policy in the field of information and document keeping, including the Law of Ukraine «About information» № 2658-12 from 02. 10. 1992 [10] «About electronic documents and electronic document turnover» № 851-15 from 22. 05. 2003 [8] «About electronic digital signature» № 852-15 from 18. 10. 2012 [9] and others.

The legal basis of documentation management also includes government standards which fix classification scheme of managerial documentation and terminology of document keeping and archives, define the basic requirements for documentation systems for documents preparation:

State classifier of management documentation: DC 010-98 (SCMD) is a nomenclature list for unified document forms (UDF) with unique code marking. SCMD is used while documents collecting and processing according to corresponding unified forms by all the bodies of

state and economic management with jurisdictional enterprises and organizations in the process of managerial functions according to current legislation [2].

Classifier is directed upon single-valued definition, identification of unified forms for documents, their accounting and systematization, organization of corresponding types of documentation, securing of automated search for necessary unified document forms. The objects of DC 010-98 (SCMD) are state (interdepartmental, inter-branch) unified document forms (UDF), approved by ministry, state committees or other departments – developers of unified system for managerial documentation. In addition to the destination, it is also used for recording and organizing, controlling the composition and content of UDF in each type of documentation, development of appropriate document types in the given classifier.

SSU 3843-99 [3] defines the common regulations for unification of managerial documentation and the rules of their development, approval, registration and carrying on the unified document forms being included in state unified documentation system.

The purpose for creation of state unified documentation system: formation of managerial documentation system, ensuring the functioning of public authorities, enterprises, institutions and organizations; implementation of common technical policy for unification of managerial documentation; creating conditions for interaction between legal entities with different forms of ownership through the use of unified document forms; streamline the information flows between public authorities, legal entities and individuals [6]. State unified documentation system is destined for organizing processes of creation and implementation of unified document management, functioning of state executive bodies, businesses, organizations, institutions, and their interaction between individuals and legal entities of all patterns of ownership.

SSU 3844-99 [9] shows that documents which are used at different levels of management must be created according to filling in the appropriate unified forms. The unified document forms with paper carrier have to be projected according to blank-pattern taking into account the requirements of managerial system for documentation [6].

SSU 4163-2003 comprises organizational and administrative documents: statutes, decrees, orders, regulations, decisions, protocols, certificates, letters, etc., created as a result of administrative activities in Ukraine by local authorities, enterprises, institutions, organizations and associations of all patterns of ownership [3].

Globalization of modern economic and social processes necessitates international unification and standardization of information processes. Transition to the documentation management system is dictated by contemporary European integration processes in Ukraine and the desire of the latter to become an equal member of the world information space [7]. This is due to the international proliferation of documentation management, the results of which are enshrined in the international standard ISO 15489-2001 "Information and documentation. Documentation management », documentation management is treated as the management responsible for the efficient and systematic control of creation, receipt, storage, use, keeping and withdrawal for destruction the documents, including processes of selecting and storing in documen-

tary form the evidence of information on business activities.

Standard ISO 15489-2001 «Information and documentation. Documentation management» is an outlining of optimal methodologies for documentation management designed for specialists in the field of documentation management and for specialists in other areas, including developers of new information applications and the systems to ensure their compliance with documentation management [5]. ISO 15489-2001 «Information and documentation. Documentation management» consists of two parts: general principles of documentation and practical principles of documentation management.

The first part shows conceptual regulations that justify the need of documentation management, describes the features of environment for such management performance, general principles of policy in this sphere, main conditions and requirements for their implementation, general principles of projecting and implementation of the documentary systems with the overall scheme of the model for this system, processes of formation and operation for the system of documentation management. The first part is concluded with the requirements for documenting the processes of documentation management, their monitoring, content of key regulations as for organization of professional training for specialists in the sphere of documentation management.

The second part shows the technology for practical implementation of the principles mentioned in the first part. Combining and regulations coordination of the two parts of ISO 15489-2001 «Information and documentation. Documentation management » is added in appendixes to the standard as correlation tables. Organization of technological cycles of documentation management in different countries is organized differently, there are specific features that evolved historically. This reflects the overall nature of categorization and standard rules [5].

The standardization of documentation management can organize work with documents in the field of management activities more effectively. Standardization of policies and procedures of documentation management ensures the availability of adequate attention to the processes of documentation and preservation of all documents and the use of standard methods and procedures is a fast and efficient search of documentary information. It concerns the management for all types of documents and the ones disposed on all media, created or received by any organization in the course of its activities, and by individuals (entrepreneurs) working with documents.

Document keeping as an element of documentation management understands standardization as the process of setting and using of optimal rules and norms of documentation procedures adopted in the established order for common and repeated use [11].

The advantage of International Standard ISO 15489-2001 «Information and documentation. Documentation management» that it concerns the whole functioning of documentation in organizations, enterprises, etc. The standard describes the processes, methods and procedures to be followed to achieve proper documentation management. To manage documents the organization includes: standards identification; responsibilities and powers sharing; setting and publishing the procedures and guidelines;

providing various services related to the management and use of documents; designing, implementing and administering the specialized systems of documentation management; integrating documentation management into managerial systems and processes.

According to the requirements of ISO 15489-2001, duties and rights in the sphere of documentation management are shared between all the staff working with documents and represented in job instructions. The most important purpose of determining responsibilities, powers, relations in the field of documentation is creation and maintenance of a rules system for documentation management. This standard launches documentation management system in Ukraine. This result of scientific research and generalization of practice is the basis for further scientific researches.

Conclusions. These data give reason to believe that documentation management sphere should be explored in further researches to find out the possibilities for applica-

tion in Ukraine ISO 15489-2001 «Information and documentation – Documentation management» it is necessary to revise the standards that operate at the international, national, intersectoral levels of management; introduce standardization and unification of administrative procedures and technologies. It is essential to mark out documentation management in a separate sphere and independent function of state administration, which requires its own mechanism of state regulation. All activities of an enterprise are supported by documents, that is why documentation management takes place in all managerial spheres of the enterprise. It covers the activities and operations related to documents, including the latest technologies of documentation management, actualizes the role of staff working with documents. Despite the fact that this is a promising trend, it is not institutional direction now.

The prospects of further explorations of the given direction are research projects for information analytics of documentation management.

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Нормативно-правовая основа функционированиядокументационного менеджмента на предприятиях
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Аннотация. Проанализировано нормативно-правовое обеспечение функционирования документационного менеджмента на предприятиях, внимание сосредоточено на рассмотрении ДКУД 010-98, ГОСТ 3843-99, ГОСТ 3844-99, ГОСТ 4163-2003, ISO 15489-2001, предложено пути совершенствования нормативно-правового обеспечения документационного менеджмента в сфере управления предприятиями.
Ключевые слова: документационный менеджмент, управленческая деятельность, стандарты, система документации.