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ABSTRACT

The article deals with the problems of development and application of international and national state standards for records management, suggests interpretation of the concepts of «standardization» and «standard», depicts the state system and the interstate standardization system.

Keywords: standard, standardization, national standard, international standard, interstate standard, corporate standard, documentation, requirements for execution.

Background. The very idea of standardization seems to have arisen most likely since formation of human society. Biblical Ten Commandments can be quoted as a proof of this thesis. If we evaluate their essence from the standpoint of the theory of standardization, then it is legitimate to qualify them as one of the first standards of behaviour in the history of the Earth. And the Old Testament, therefore, can be considered as one of the first normative documents at the international level.

If we consider the topic from the standpoint of philosophy, then standardization is probably the natural attempt of a person and the society to overcome the eternal chaos in themselves and thus ensure their own survival – separately and together.

However, it is quite obviously worth noting, following such responsible judgments, that the problem of standardization, having deep historical roots, remains relevant in 21st century. Moreover, it has a different and at the same time mainly applied localization.

Objective. The purpose of this article is to analyze the procedure for applying standards for documentation in state and non-state organizations.

The tasks are to give a comparative description of the terms «standard» and «standardization», to study and conduct a comparative analysis of the standardization levels in Russia, to evaluate the practice of applying standards for documentation.

Methods. The author uses general scientific methods, comparative analysis, content and documentation analysis.

Results.

I.

At the present stage, the concepts of «standardization» and «standard» are interpreted ambiguously.

On the one hand, standardization is the process of forming common principles (rules) regulating certain aspects of human activity. «Standardization: activities aimed at achieving the optimal degree of streamlining in a certain area through establishment of provisions for universal and multiple use in relation to actual or potential tasks» [1, 2]. At the same time, «Russian national standardization: activities to establish rules and characteristics for the purpose of their voluntary multiple use, aimed at achieving orderliness in the areas of production and circulation of products and increasing competitiveness of products, works or services» [3].

On the other hand, standardization can be considered as development of regulatory documents enshrining these common principles. After all, as soon as some principles and rules of activity are formulated,

The requirements that are set in the field of records management, procedures and rules of clerical work and maintenance of organizational and administrative documentation at state, municipal, corporate levels are presented. The article argues that some procedures within Russian transport companies should be updated.

it becomes possible (and even desirable) to fix them in the relevant regulatory provisions.

There are levels of standardization that can be differentiated as international, interstate, state (national) ones. In other words – participation in standardization activities is performed taking into account geographic, political or/and economic characteristics.

International level: standardization, participation in which is open to national standardization bodies of all countries of the world.

Interstate: standardization at the level of the Commonwealth of Independent States, whose governments have entered into an agreement on a coordinated policy in the field of standardization, metrology, certification and accreditation in these areas of activity. Also the national standardization bodies formed the Eurasian Council for Standardization, Metrology and Certification (EASC).

State (national): standardization carried out at the level of one participating country of an agreement on implementation of a harmonized policy in the field of standardization, metrology, certification and accreditation in these areas of activity.

According to GOST 1.1-2002 [2], the terms «state standardization» and «national standardization» are also distinguished.

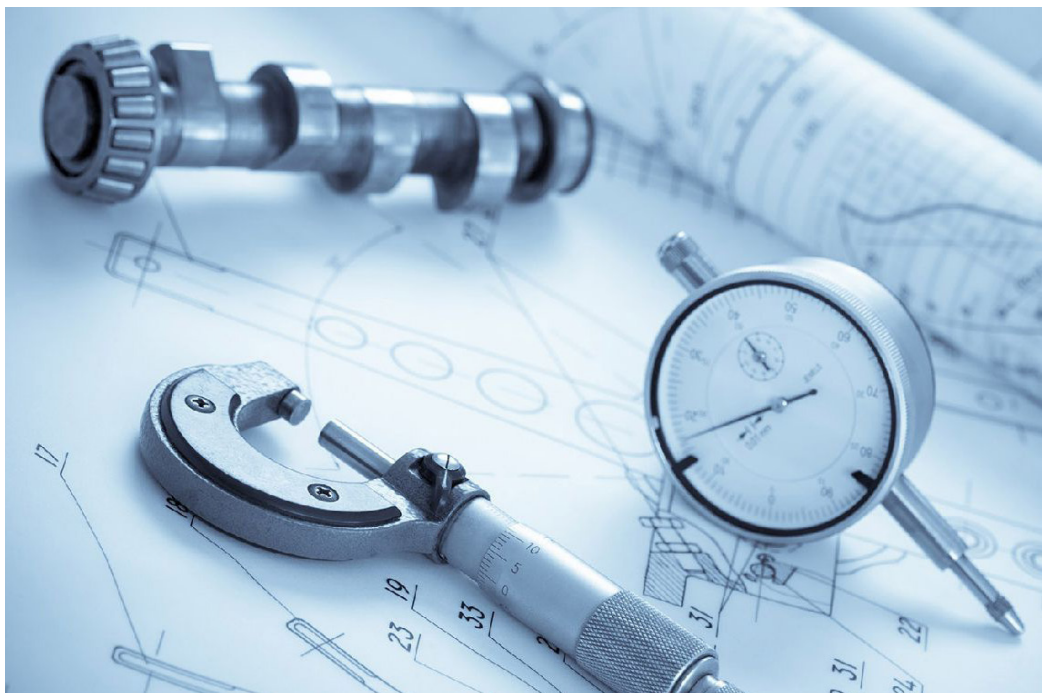
National standardization is carried out at the level of a single country.

The term «state standardization» is used when it is necessary to emphasize that the concept it expresses does not refer to standardization, which is carried out in countries not participating in the Eurasian agreement. In other cases, the more general term «national standardization» is used.

The interstate system of standardization is a set of organizational and methodological measures that are aimed at development and application of interstate standards in order to ensure a coordinated activity in the field of standardization carried out on the basis of the Eurasian agreement.

In turn, standards are formulated principles and rules governing any activity. The national standard of the Russian Federation, approved by the national authority, for the purpose of voluntary multiple use establishes product characteristics, implementation rules and characteristics of the processes of production, operation, storage, transportation, execution of works or provision of services [3].

However, regulatory documents, enshrining the existing principles and rules can be called standards. «Standard: a normative document that is developed on the basis of consensus, adopted by an appropriately recognized authority and establishing rules for general and repeated use of the rules,



general principles or characteristics relating to different types of activities or their results, and which aims to achieve an optimal degree of ordering in a certain area» [2].

The first international standard for document management – GOST R ISO 15489-1-2007 SIBID. Records management. General requirements [4]. It was adopted in 2007. A few years later, to improve management of documents, the corresponding international standards of ISO 30300 series were developed:

- ISO R30300-2015. Management systems for records. Fundamentals and vocabulary.
- ISO R30301-2014. Management systems for records. Requirements.
- ISO 23081-1-2008. Records management processes. Metadata for records.
- ISO 13008-2015. Digital records conversion and migration process.
- ISO 16175-3:2010. Principles and functional requirements for records in an electronic office environment.
- ISO/TR 13028. Implementation guidelines for digitization of records.
- ISO/TR 26122. Work process analysis for records.

II.

Requirements for records management are currently formulated in GOST R7.0.97-2016 «SIBID. Organizational and administrative documentation. Requirements for presentation of records» [10].

At once the attention is drawn to the fact that in the first section «Scope» there is no phrase that the standard «has a recommendatory character». New sections «Regulatory References» and «General Requirements for Creation of Records» have appeared. The latter systematizes and describes the rules relating to all types of details, including the text:

- page numbers;
- preferred typefaces and font sizes;

- paragraph indent;
- the value of line spacing, the spacing between letters and words;
- text alignment;
- maximum string length at angular and longitudinal location;
- rules of application of bold letters;
- execution of a title page.

The changes reflected in GOST R7.0.97-2016 are aimed at improving the preceding GOST R6.30-2003.

They touched primarily the composition of details. For example, the following items have been added to it: access restriction stamp, a mark on an electronic signature, the name of the structural unit which is the author of the document, the name of the position of the person – author of the document.

Some details are combined into one, for example, reference data about the organization include not only the postal address and telephone number, but also some references on tax-payer ID, professional activities ID, legal entities register ID.

The section «General Requirements for Creation of Records» is supplemented by the rules for the use of introductory addresses and the final etiquette phrase, electronic signature, and the signature of the person acting as a manager.

Another format A-6 is included in the «Forms» section, the size of the left margin for documents with long storage periods (over 10 years) has been determined, and rules for the use of forms in two languages have been established.

In April 2016, changes were made to the «Rules of office work in the federal executive bodies» (Resolution of the Government of the Russian Federation No. 356 of April 26, 2016). Compared with the previous version of the rules (Resolution of the Government of the Russian Federation of June 15, 2009 No. 477), according to which it was supposed to use ten details in the preparation and execution of documents, their number was increased to 28 in the new version.



In connection with development of GOST R 7.0.97-2016, the Rosarkhiv [Federal Archives Service] published Frame Instructions for Records Management in State Organizations (approved by the order of the Rosarkhiv dated 11.04.2018 No. 44; registered by the Ministry of Justice of the Russian Federation on 17.08.2018 No. 51922). This is a significant event in the field of information and documentation, since until today there has not been a regulatory act regulating creation of documents and organization of work with them in state organizations of all organizational and legal forms.

We are talking, in particular, about the rules for working with documents, regardless of the type of media, their storage and transfer to the archives of the state organization. In the list of details there are 29 of them. It generally coincides with the list of GOST R 7.0.97-2016 with the exception of the requisite «State Emblem of the Russian Federation», which indicates, in turn, the scope of the government regulatory act.

From the moment of publication of frame instruction prepared by the Rosarkhiv, the individual instructions approved by the heads of state organizations can be developed and edited.

This regulatory document is also related, in my opinion, to JSC Russian Railways, since the Russian Federation is the owner of 100% of shares of that company, and it can be conditionally qualified as a state corporation. Nowadays, JSC Russian Railways has «Instruction on clerical work and record management activities» (approved by the Order of JSC Russian Railways No. 12 of December 14, 2017), which generally conforms to the «Rules of office work in federal executive bodies» and GOST R 6.30-2003. It was put into circulation (after being amended in accordance with the editorship of Regulation No. 356 of April 26, 2016) in January 2018 and so some provisions were not taken into account (due to the later registration by the Ministry of Justice) of Frame instructions and GOST R 7.0.97-2016. That is, it needs refinement.

A similar situation has now developed, for example, in the state unitary enterprise Moscow Metro, where the «Instruction on clerical work and records management activities» (approved by the order of the State Unitary Enterprise dated August 6, 2015 No. 790) is in force, and in other transport organizations.

According to the Frame instructions, government organizations that create state and municipal archives will have to coordinate their instructions with the relevant federal archive, the authorized executive body in the field of archives or the state (municipal) archive. This clearly indicates a move towards greater emphasis on unification and standardization of the composition and forms of documents of federal executive bodies.

Conclusion. By now, as follows from the analysis made, an extensive list of standards has been developed that regulates all the main aspects of office management of organizations. However, it is not difficult to notice that the standards mentioned are of «external» character as they were developed by the departmental structures of public administration. The presence of «external» standards is a necessary but

by no means the sufficient condition for ensuring the quality of the system of management of production, service sector, and social life. In addition to them, there should be «internal» standards that are actually considered to be corporate. Although officially they should still be called standards of an organization.

Presumably, only such a comprehensive approach to office work will provide standard application practices with an opportunity to use a more complete set of formalized samples for production, service and administrative activities.

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