Summary

Subject matter: The improvement of documentation as an element of the system of information provision of the local administration (on the example of Pyatigorsk administration).

Author: Nazina V.Yu.

Supervisor of studies: D.V. Maslova, doctor of economic sciences, associate professor, chair of special management, economics and law.

Customer organization: Pyatigorsk administration.

Topicality of the research: Today the improvement of management in the organs of state power and administration, the rise in the level of the organization and efficiency of management work largely depends on how rational is the business of documentation. The Organization of the work with documents influences the quality of work of the management body, organization and culture of work of managerial employees. The success of the managerial works as a whole depends on how proper is the documentation.

The topicality of the selected theme is conditioned by the insufficient study of the problem of the improvement of documentation in the local administration. The solution of the problem of documentation management in modern conditions will enable the organization to purpose fully form information resources, provide their effective functioning and also to open the access of the consumers to the information resources with low time, labour and resources expenses.

Objective of the research: is the specification of the main directions of the improvement of documentation in the local administration.

Tasks:
- to determine the main stages of the formation of documentation in Russia;
- to examine the information provision of municipal administration;
- to examine the organization of documentation in the local administration;
- to give the general description of the work of the department of the municipal service and documentation in Pyatigorsk administration;
- to conduct the analysis of the practice of the realization of documentation in Pyatigorsk administration;
- to specify the main directions of the improvement of documentation on the municipal level (on the example of Pyatigorsk administration).

**Theoretical significance of the research:** is that its principles promote a more prices definition of the process of documentation as a part of the system of information provision of the work of the local administration.

**Practical significance of the research:** offer possible solutions to the problems and directions of the improvement of documentation on the municipal level. The results of the research can be used for the creation of the administrative and official regulations in the organs of state power and administration, and also in teaching disciplines of documentation and management direction in higher and secondary professional educational institutions.

**Results of the research:** The organization of the single system of documentation, documentation provision of the work of the local administration, preparation of recommendations and methodological materials on documentation, control over the observance of the State Educational Standards. Instructions on documentation in the apparatus of Pyatigorsk administration is executed by the general department.

**Recommendations:** The realization of the measures on the improvement of the work of the local administration must be accompanied by a complex of organizational measures providing the coordination of the work of the organs of power in the field of informatization, development and introduction of standardized decisions and also the effective use of the allocated budgetary means. The work proposed modern technologies of documentation in municipal administration. Application of new technologies is one of the most important factors of the effective development of the local administration.