Summary

Subject matter: Organization and technology of documentation in the organs of state power (on the example of Urvan of the Inter-regional department of the Administration of the Federal Service of High Bailiffs with KBR).

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Customer organization: (IRD AFSHB).

Topicality of the research: In the organization of any organizational-legal form the need for the right organization of documentation, knowledge of its normative and legal basis is explained by the fact that it is impossible to cope with the flow of documents, to find quickly the required document and get the information on it, control its execution and ensure its safety. How well registration and documentation is organized affects not only the operativeness and effectiveness of management decisions, but also the general indicators of the results of the organization’s activity. That is why it is very important to know not only the structure of the document itself but also have an idea of issuing the document and how one can solve this or that administrative document.

Objective of the research: is the identification of the problems of documentation in the organs of state power and the proposal of way of the improvement in the effectiveness by introducing the proposed project solution in Urvan IRD AFSMB.

Tasks:

1. to reveal the key notions and terms, used in documentation;
2. to analyze the normative-legal base regulating the documentation processes;
3. to examine documentation and registration in the organs of state power;
4. to conduct study the domestic systems of the automated documentation and e-documentation;
5. to conduct the analysis of the automated documentation in Urvan organization;
6. to develop the author’s project aimed at the improvement in the effectiveness of documentation in the organization under study.

**Theoretical and practical significance of the research:** is the detailed analysis of the documentation processes in the organs of state power and development of recommendations on the improvement in the documentation process in the Urvan organization. The theoretical conclusions and methodological proposals, contained in the research, ensure the solution of improvement applied tasks in the sphere of the technology of documentation. Practical significance of the research is connected with the fact that its results can be used in the process of the analysis of documentation and registration in the organs of state power, and also in the organization and improvement in the work of the documentations service.

**Results of the research:** We have studied the terminology and normative-legal basis of documentation, conducted the analysis of the organization of registration and documentation in the organs of state power. We have also studies the system of automated documentation and e-documentation that are sued in the work of the organs of state power in Urvan organization.

**Recommendations:** Due to the advent of new technologies and increase in the volume of documentation flows we proposed ways of the improvement in the effectiveness of state documentation. With the purpose of the improvement in the automated documentation in the Urvan Service with KBR we have developed the project on the introduction of the system of e-interregional interaction with other organs of state power that will improve the quality of the provision of state services and simplify the documentation in the Urvan Service, KBR.