

MANAGEMENT

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SYSTEMS OF RECORDS MANAGEMENT

***Abstract.** The work considers the concept of a system of records management. The capacity of this concept is justified in comparison with the concepts of "records management" and "records keeping". Different approaches to systems of records management at the international level are considered. The differences between the Western and post-Soviet records management systems are analyzed. The paper substantiates the practical importance of dividing into records management systems. A forecast is given for further unification and integration of records management processes at the global level.*

***Keywords:** records management systems, records management, records keeping, unification, integration*

The relevance of this topic is explained by the practical importance of systematizing approaches to records management at the global level. It helps to understand fundamentally different approaches to records management, test and implement at the level of states and (or) other separate organizations in fact and it helps to use the best practices of other states and individual organizations in the area of records management.

Numerous works and standards for records management give its definition [1-10]. However, the scientists and standards that we referred to examined the records management process itself. That is, they did not consider the classification of this activity in a global context.

However, it should be noted that there is no definition of the term “records management system”. Therefore, we will try to do this in this work.

We defined records management system like a set of techniques, methods of records management, reflecting the nature of their movement, the order of work,

especially their execution. In the process of research, we identified two records management systems at the global level:

1. Post-Soviet system of records management;
2. Western system of records management.

We will talk about each of them in more detail below. So, the post-Soviet records management system is inherent primarily in the countries of the former USSR, especially those that are part of the Commonwealth of Independent States. It should be noted that this system of records management is most clearly represented by the three former Soviet republics: the Republic of Belarus, the Russian Federation and Ukraine. There is post-Soviet records management system in the Republic of Belarus. It is characterized by a long and complicated record route, that is, the record does not go directly to the executor, as is customary in Western countries, still prevails, especially in state authorities and other state organizations .

The draft record is initially registered and sent to the head in the territory of the former Soviet republics. The head of organization is often not involved in its execution, all that is required of him is a resolution on the progress of the implementation of the record and forwarding, this time to the performer. At the same time, one and the same record may, on its way to the direct executor, acquire several resolutions. We must take into account that record is not transferred to storage after the execution, but put back into motion. Therefore, records management in this case is a long and painstaking process.

In the Western records management system, the movement of records is horizontal: they are received by the organization and sent to the executors without additional redirection to the head immediately. In the Post-Soviet records management system, the movement of records is not horizontal, but vertical, that is, according to the head-executor-head scheme. In our opinion, this multiplicity of executors and managers served as the reason for the creation of bodies involved in monitoring the execution of records. In Western countries, there is practically no such control, since there is no practical need for it. The record directly comes to the executor, is implemented and sent for storage. In the countries of the post-Soviet space, it may simply be lost due to the many resolutions and transfers. So, the person

responsible for managing records in the organization is called to monitor its implementation.

In Western countries, there are no structural units involved control of execution in the area of records management. However, this criterion is not, in our opinion, universal, since in post-Soviet countries in organizations such services may be or absent. There is a division of the registration of records depending on the presence / absence of the service of record support management on a centralized and decentralized according to the the legal acts of the the Republic of Belarus in the area of records management. Centralized registration is the registration in which the relevant records management service is involved in this process. Registration is decentralized, where this activity is not carried out by the structural unit responsible for records management, due to its absence, but other structural units where records directly go to record data about them in the registration and control forms.

There are other differences between records management systems. In the West, in particular, the evaluation of records is carried out earlier than registration. In post-Soviet countries, the life cycle of a record in an organization begins with registration. It should be noted that and in the West and in the countries of the former USSR both registration and evaluation of records take place, they are simply carried out in a different order and have a different degree of significance.

When we speak in more detail about the differences between the Western records management system and the post-Soviet one, it should be noted that in the West in this area we are considering there is a risk assessment system, which suggests that each record should be evaluated in terms of the evidence base in any unforeseen situations, such as a rule, in court or in the case of the arrival in the organization of regulatory (checking) bodies. This is to some extent connected with the registration / examination procedure for the value of records, where the storage period of the record is first determined, and only then registration data is assigned to it, such as serial number. In records management of countries of the former Soviet Union, such a risk assessment is not carried out immediately after the publication of the record and is not carried out as such. And, if there is a need for a record as evidence, then here, as a rule, they rely on the will of the case, because the storage period of the record may

expire, and it will be destroyed in accordance with the legislation in the area of records management of the relevant state, adhering to the post-Soviet records management system. Recently, however, in a number of national legislations of the countries of the former Union of Soviet Socialist Republics in the field of records management, when developing lists of records indicating storage periods at both the state, departmental and local levels, the statute of limitations and the period for conducting audits in the field of tax execution are taken into account other legislation.

In any case, at this stage, another difference is much more important, which can be called fundamental. The division of records management into traditional and electronic, using modern information technologies, is still natural in the countries of the former USSR. In the countries of Europe and North America, as well as other highly developed countries, this division is a thing of the past. The main focus today is on working with electronic records. When we mention the division of records management into electronic and traditional, we can also mention that electronic records management in Western countries and post-Soviet countries perform slightly different functions. In the Western records management system, it is based on the use of modern information technologies, the widespread use of electronic records management. In the aforementioned records management system, a very active involvement of the company's top management based on computer technologies in the records management process is being conducted. In the post-Soviet records management system, electronic records and records in electronic form provide support for paper workflow and reduce the complexity of record processing operations. In our opinion, such a difference of approaches is temporary and after several decades the degree of development of electronic records management in the countries of the former USSR will reach such a level that it will play the same role as in the West.

If we summarize the above, then we can distinguish the criteria that distinguish the post-Soviet and Western records management systems:

1. The sequence of actions, operations with records;
2. The absence \ presence of units engaged exclusively in records management in the organization. As already noted, this criterion is not universal;

3. The horizontal / vertical nature of the movement of records within the organization;

4. The presence \ absence of a risk management system in the management of records;

5. The presence \ absence of the body (s) of control over the execution of records;

6. The presence / absence of the division of records management into traditional and electronic.

In the end, it should be noted that records management at the international level is becoming more and more integrated, as there is exchange of practical and theoretical experience through various international conferences of a scientific and practical nature, online seminars. We borrow from each other and introduce various methods, procedures for working with records, experts from different countries more and more. For this reason, the division into the above records management systems will be more and more conditional and will disappear altogether in a few decades. However, at this stage it takes place and is quite clear due to the presence of certain criteria for the difference between systems, which is of significant practical importance.

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