

Summary

Subject matter: Documentation control in the organs of local self – government (on the example of Zheleznovodsk Administration).

Author: Tchakhtchakhova A.A.

Supervisor of studies: A.K. Akopyants, chair of innovatics, management and law.

Customer organization: Zheleznovodsk Administration.

Topicality of the research: Management of modern organization can only be realized on the basis of the operationally processed data provided in good time by all the services of the company, by a state institution or organs of local. However an organization can realize this opportunity only if it has a rigorous order of documentation processing. The document is the key way of presenting information not only in any modern organization but is of great importance for the organs of state power and local self-government.

The organization of documentation work affects the quality of the work of the management staff, the organization and work culture of the executive staff. The overall success of the organization depends on how professionally the documentation is controlled.

Objective of the research: is the examination of the mechanisms and methods of documentation control in the organs of local self-government, and also the search for the ways of the improvement of this system.

Tasks:

- to reveal the meaning and content of the notions “documentation”;
- to characterize the main stages of documentation;
- to determine the specific features of the organization of documentation in the organs of local self-government;
- to characterize the legal and organizational foundations of the documentation in Zheleznovodsk Administration;

Theoretical significance of the research of the work is that we:

- verified the category apparatus of documentation;

- outlined the specific nature of the functioning of this system in the organs of local self-government and described in detail all the stages of documentation in an organization.

Practical significance of the research is connected with the application of the results of the research in the practical work not only of Zheleznovodsk Administration but also in other organs of local self-government.

Results of the research: Documentation is the main organizational problem of the documentation service and the technological problem of the documentation processes so it occupies the place of the knotty link of any system of documentation; it is a labour-consuming process that requires a systematic work in conformity with the established normative acts, instructions on the documentation process in an organization, etc.

Recommendations: Proceeding from the estimated indicators of the development of the information society in Russia for the period up to 2015, the share of the e-documentation between the organs of state power in the total volume of documentation will amount to 70%. To achieve this without a radical change of the attitude to documentation is impossible. That is why the main recommendation on the improvement of documentation must be the proposal on the automatization of this process.