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MODERNIZATION OF VALUE EXPERTISE OF ARCHIVE DOCUMENTS BASED ON EROSTATIC ANALYSIS

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Abstract

In this article, the author focused on the work to be done, problems and prospective plans for determining the value of documents. As a result of his research, the author reflected his scientific approach by studying foreign experience. Important normative legal documents that existed in Uzbekistan during the Soviet and independence years for the introduction of the expertise of the value of documents and were adopted in this regard during the following years were analyzed. While researching the issue of the organization of expert evaluation of the value of documents, the author took into account the existing material, technical and personnel capabilities of the archives. It is said that new approaches and suggestions for determining the value of documents will be presented, creating modern opportunities for implementation.

Keywords Document, value of documents, expertise, processes and technologies of working with distressing documents, archive, subjectivity, methodology, classification, Expert Commission, Expert Inspection Commission, Expert Inspection Study Commission.

INTRODUCTION

Expertise in determining the value of documents is the study of documents based on their value criteria in order to determine the terms of document storage and select them for inclusion in the National Archive Fund of the Republic of Uzbekistan. It is prohibited by law to destroy the documents without evaluating their value, without conducting an examination, as well as before the end of the storage period.

Conclusions about the level of importance of valuable documents are made based on the criteria previously adopted by a special commission[6].

In practice, the separation of documents for destruction and the creation of an act on them is

carried out after the preparation of lists of collections that are kept permanently and for a long time. Collections shall be included in the deed if the storage period provided for them has expired by January 1 of the year of drawing up the deed. For example, collections that ended in 2019 with a three-year retention period can be included in the deed no earlier than January 1, 2023.

A document on allocation of non-preserved collections for destruction is drawn up for collections of the entire organization. If the document contains summaries of several divisions, then the name of each division is indicated in front of the group of titles of the summaries of this

division.

Headings of the same collections set aside for destruction are entered in the record under a general heading, indicating the number of collections belonging to this group.

Archives check the correctness of the selection of collections for permanent storage and, if necessary, have the right to request that collections designated for temporary storage or destruction be included in the list of permanent storage collections.

Collectables to be destroyed are transferred to processing (disposal). Delivery of collections is formalized with a delivery-receipt paper (receipt) indicating the date of delivery, the number of collections to be delivered and the weight of the waste paper.

The destruction of documents without prior approval/agreement of the lists of documents stored permanently and long-term by ETK/ETUK, as well as violation of the storage periods specified in the list, is illegal and causes liability in accordance with the law.

Mandatory elements of the final list of permanent collections are the title page, table of contents, index name and list of abbreviations (if any), introduction, annual sections of the collection lists of permanent collections, endnote and acknowledgment note.

The title page of the completed list of permanent collections shows the following: name of the fund, number of the fund, list number, name of the list, cut-off dates of the listed collections. Before the name of the fund, the name of the state archive, where the collections of this organization will be permanently stored in the future, is indicated.

The name of the foundation of the organization is written in the form of the official name of the organization - as the founder of the foundation, with all its names, changes in subordination and

abbreviated names related to the period included in the list in chronological order.

The following are listed in the table of contents: the introduction, the name of the list sections, the name of the indicators and the list of abbreviated words and the numbers of the pages where they are located. The table of contents is placed at the beginning of the finished list. The completed list is bound in hardcover, along with a title page and appropriate reference material.

On November 15, 1919, according to the decision of the People's Commissariat of Education of the Turkestan ASSR, the Central Department of Archives was established and V.N. Kucherbaev was appointed the head of the department. Soon D.I. was sent to Tashkent as a representative of the General Directorate of Archives of the RSFSR (Bosharkhiv). Nechkin sent. The Turkish Commission appointed him the head of the Central Department of Archives of the Turkestan ASSR. D.I. Nechkin made changes to the decision of MIK on archives. An important change was that the head of the Central Department of Archives of the Republic of Turkestan was appointed based on the decision of the People's Commissariat of Education of the Republic of Turkestan with the consent of the Chief Archivist of the RSFSR[3]. The right of the Republic of Turkestan was undoubtedly limited by this.

The central department of archival work consisted of the following departments: the council under the head of the department, the work department, the department of scientific statistics, the inspectorate, the editorial board, and the department of state archives. Local archival organizations were legally formalized based on the decision of the Council of People's Commissars of the Turkestan ASSR[4]

According to this decision, it is stated that 50 administrative documents of all offices in the region are part of the fund of the regional state archive. An important task of the central and local archival organizations was to find and collect

archival documents. More than 500 funds were taken into account in 1920-1921. By the end of 1921, 157 military and civil organizations handed over more than 305,000 collections to the state archive funds, and in 1922, 83 organizations handed over about 200,000 collections. According to the decision of the Turkestan Autonomous Soviet Republic, not only handwritten documents, but also published materials and photographic documents were collected in the archives[4].

Along with receiving documents, archival organizations were engaged in arranging them and organizing the use of archival documents. Before compiling the list of archive documents, these documents were divided into necessary and unnecessary ones, and it was decided to permanently store those with scientific and practical value, and to destroy those without such value. That is, a specific examination of archival materials was conducted. Guidelines and instructions were given in the decision of the Turkestan ASSR Committee on this matter[5].

In this decision, the following procedure for the destruction of archival documents was established: to separate the documents to be destroyed from the archival documents, a separation commission was formed, and it was determined that representatives of the archival department and the office under inspection of the archive would be included in them. The decision of this commission was reviewed by the Inspection Commission under the Central Directorate of Archives and submitted its conclusion to the approval of the head of the department. Thus, the right to destroy documents of organizations was transferred to the archival office - the General Directorate of Archival Affairs[3].

In the 1920s of the 20th century, there was no apparatus for evaluating the scientific value of archival documents, there was no theory of expertise, and the term "valuation of documents"

was not used. The development of such a system in a very complete form was carried out in the second half of the 30s of the 20th century, which in turn indicates that the theory of archival expertise began to take shape. The further development of the theory of expertise was connected with the use of the achievements of source studies (in the form of source studies approach) and information theory (in the form of information approach). In the 20s and 30s of the 20th century, bodies began to be formed: expert and expert inspection commissions (EC and ETK) to determine the value of documents.

EK and ETK are permanent advisory bodies, which carry out work on determining the value of documents to them. EC decisions are approved by the head of the institution. However, on a number of issues included in their functions, the ETK approval of the relevant state archive service institution is required, from which the EC receives organizational and methodological instructions.

Normative-methodological documents of 1940-1950 years. defined the main task of checking the value of documents as the selection of documents for preservation and destruction. The Regulation on the State Archives Fund of 1958 introduced serious explanations to the organization and methodology of determining the value of documents. The task of selecting documents for storage was prioritized.

In the following years (1950-1960s), studies were conducted on the problem of duplication of documentary data; the theory of identifying the sources of the collection of state archives was developed; the basis for document selection was laid and the selection rules were tested; the system of document evaluation criteria and their selection methods have been improved; study of document complexes of national economy sectors and socio-cultural sphere was carried out; the normative-methodical basis of determining the value of

documents and collecting archives was improved.

In 1977, the General Archive of the USSR developed and published a model regulation on the permanent central expert commission (MEK) of the ministry (department) and the permanent expert commission (EC) of the institution. They specify the legal rules and functions of the commissions, as well as their working procedure and relations with Central Expert Review Commission and Expert inspection commission. The main purpose of these commissions is to carry out practical and methodological work on determining the value of documents, and to manage and coordinate the EC activities of structural divisions and subordinate organizations.

As a result of the activities of organizations, enterprises and institutions, documents of various scientific and practical importance are created. Most of them contain one-time information. Once this information is used for operational purposes, such documents lose their value and it is impractical to keep them later. Other documents remain relevant for several years. But there are documents that contain valuable information for scientific and practical purposes. Such documents must be kept permanently[7].

The practice of assessing the value of a document is carried out in the 2nd stage (departmental storage) and 3rd stage (archival storage) segments of the document's life cycle.

During the departmental storage, the examination of the value of documents is carried out in order to determine the practical and scientific-historical significance of the documents that have passed the period of operation, and to separate the documents that do not have such significance for destruction in the established order[;6].

The purpose of the value examination of documents (archival documents) during archival storage is to separate valuable and rare documents

from among the documents received into archival storage and separate them for storage using special identification methods.

Based on the expert opinion, the collected documents are divided into the following groups[2]:

The first group - documents of scientific and historical importance - are allocated for permanent storage;

The second group - documents that do not have scientific-historical significance, but have practical significance - documents that are stored temporarily (for a certain period of time, for example, 10 years, 25 years, 75 years) based on their type;

The third group - documents of no scientific-historical and practical importance - documents to be destroyed according to the established procedure.

Group 2 documents are checked for the last time after the period of temporary storage, and if there is no need for continued storage, they are also allocated for destruction.

However, as a result of the error analysis of the existing archival practice, especially the processes of determining the value of documents, it was found that there are a number of shortcomings, errors and problems that are characteristic of this practice, but which have a negative effect on the quality formation of archival documents and the prevention of unjustified destruction.

First, the number of experts is not regulated and, as a rule, one expert is involved in the examination, and the further fate of the document depends on the experience and qualifications of the expert involved as an expert.

Secondly, the results of the examination are not presented as numerical symbols, but are expressed in the form of one of the above three groups;

Third, current archival practice does not take into account the possible change in the value (importance) of the document over time.

Fourthly, there are no specific requirements for archivists engaged as experts who ensure the level of knowledge and practical experience (relevance)[1].

According to the results of the analysis of the practice of assessing the value of documents currently used in archival practice in the section of their life cycle stages, the following problematic issues were developed:

1. The fact that there is a high level of subjectivity in the practice of assessing the value of documents. In the practice of assessing the value of documents, expert conclusions are developed based on the conclusions of a single expert involved in these works. That is, the factor of subjectivity plays an important role in the obtained conclusions. Analyzes of the conduct of expertise showed that subjectivity remains even when several qualified employees are involved in these works. Because all involved specialists do not review one document in a row and make a general conclusion, but divide the examined documents among themselves, and each of them conducts an examination of the documents assigned to him. As a result, the fate of the documents being examined will directly depend not only on the work experience of the involved expert in the archive, but also on his scientific and experience related to the functional tasks and directions of the organization being studied, as well as document studies.

Absence or inadequacy of these important factors causes the necessary document to fall into the ranks of unnecessary documents, that is, to be destroyed.

2. During the examination, the scientific-historical significance of the documents is

determined (assessed) and grouped based on the time (period) of the examination. That is, the type of document is the main factor in determining the value, and it is based on this period. Projections are hardly made from the point of view that certain features of the document may cause archival significance in the future, perhaps in 10 years, perhaps in 50 years.

3. In departmental archives and archives, the issue that is almost constantly relevant is the lack of free land areas and racks for elections. The continuous increase in the flow of information in the activities of organizations, and the corresponding flow of documents, causes a shortage of storage space. According to the results of a special social survey conducted for archivists, when asked what is the main purpose of conducting an examination of the value of documents, 78 percent of them explained that it is to categorize documents for the purpose of rational use of the land allocated for storage and to separate unnecessary ones for destruction.

Indeed, the issue of free space always arises in the storage of paper-based documents. However, in the storage of electronic documents, this issue is not as visible as in the traditional storage.

Also, in the practice of archives, after the expiration of the period of temporary storage, conducting a value check is mainly applied to personal content documents that are stored for 75 years. Other documents in temporary storage, for example, accounting and financial documents, telemetric documents, various documents related to educational practice, after the end of the temporary storage period, the documents are allocated for direct destruction.

The analyzes of the documents stored temporarily, including the documents to be destroyed, in terms of the reflected, i.e., documented information and the physical basis carrying the information, show that among the documents in this category there

are certain documents that require archival storage.

The above-mentioned problems, as well as the problems identified as a result of an in-depth analysis of the processes in the practice of determining value expertise, can be classified into 4 main and following sub-problems as follows:

1. Problems causing subjectivity:

1.1. Different potential of experts;

1.2. Monopoly conclusions of experts;

1.3. Involvement of experts from outside the activities of the organization that is the owner of the document;

1.4. The fact that the participation of the organization's specialists in the expertise processes is not included as a mandatory norm;

2. Expressing the results of expertise in large discreteness, i.e. inflexible differentiation:

2.1. Separation of documents into 3 groups that are sharply different from each other;

2.2. Lack of flexible intergroup dependency functionality;

3. Probability-minimizing methods in expert conclusions, as well as ineffective use of expert methods:

3.1. Failure to formulate expert conclusions;

3.2. Failure to use multifactorial expert methods;

4. The limited possibility of taking into account the fact that any document, even documents that do not have scientific and practical significance, is formed over time to a greater or lesser degree.

4.1. Valuableness of documents should be assessed based on the specifics of this period;

4.2. Documents do not take into account the historicity that may arise in the future.

In order to eliminate or minimize the main

problems inherent in each of the above-mentioned directions, proposals were developed for the modernization of the expertise of determining the value of documents by introducing the following methods and approaches:

First offer. Development of professional and practical qualification requirements listed in Appendix 2 for experts involved in document valuation. Also, to introduce testing in the stereotest system that evaluates information competence into their attestation processes.

Second suggestion. Organization of expertise with the participation of at least 3 or 5 experts, at least one of whom will be an expert of the organization;

Third suggestion. Formal presentation of expert results for each category of documents.

Fourth proposition. Organization of expertise based on widely used expert methods and standards in metrological practice. One of the most optimal methods in this regard is the use of methods of harassment.

This is a sorting method that allows to eliminate or minimize the deviation of the obtained average value of the informative parameter (property) of the studied object.

At the same time, the involved specialists will undergo preliminary training, testing their skills and knowledge in the future. If during the training process they get acquainted with the features and characteristics of the documents of the fund creator, then during the approval process they develop the practical elements of the expert evaluation of the documents known as a result of the conclusions of the previous expert evaluations.

As mentioned above, in addition to the preparation of experts, the preparation of documents to be examined is also carried out. At the same time, documents are selected, their evaluation criteria and a series of ranking criteria are determined.

Annoying stage. After the preparatory work is completed, the tempering process begins. In this case, it is important to choose the type of injury wisely. The following types of staining are used for quality staining:

- directly;
- alternative;
- variable;
- paired comparison.

Depending on the number of documents to be analyzed and of the same type, the number of experts, and duplicate documents in valuation processes, any of the above types of ranking may be used. For example, when it is necessary to compare according to a certain indicator - direct ranking, when it is necessary to distinguish between duplicate documents - alternative ranking, when examining the specific characteristics of the document - variable ranking, and when it is necessary to compare documents one by one - paired ranking [1].

The archival method is not yet used in archival practice. However, taking into account the trends of the current century, when information is often considered as an object of important scientific, historical, social, and sometimes strategic value, a true assessment of the value of a document helps to make a generalized expert opinion and excludes the subjective factor of individual assessment based on the results of the expertise (decision). or minimizes. This factor is especially important when selecting valuable and rare documents.

Stage of analysis of evaluation results. In the process of checking the value of a document, the quality and reliability of the ranking results directly depends on the level of the expert's

theoretical knowledge and practical skills, because during the examination, it is necessary to check many features of the document: the content, the author of the document, a priori and a posteriori information, the characteristics of the physical basis (information carrier) of the document, etc. .

The ranking results are processed and summarized according to the methodology established in accordance with GOST ISO 8587-2015[1].

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