

Документ подписан простой электронной подписью  
 Информация о владельце:  
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## Discipline annotation

| Discipline name / Документоведение / Records management                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary                                                                                      | The concept of document management as a scientific discipline. The concept of the document and its purpose. General characteristics of the document structure. Internal structure of the document. External structure of the document. The essence of documentation. Information encoding. The need for documentary information. Structure and essence of documentary activity. Requirements of the Federal Law regulating documentary activities. The concept of the File Register. Types of File Registers. Formation of Files and their current storage. The need for documentary information. Structure and essence of documentary activity                                                                                         |
| Learning outcomes of the discipline                                                          | <ul style="list-style-type: none"> <li>- fully summarizes, analyzes and systematizes scientific information in the field of information security</li> <li>- fully composes and draws up abstracts based on the results of a review of scientific and technical literature, regulatory methodological documents</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                               |
| Workload, c. u.                                                                              | 3c. u.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Reporting Forms                                                                              | Graded Test- 5th semester                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>List of essential and supplementary literature necessary for mastering the discipline</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Essential literature                                                                         | <p>1 Records management. Part 1. Electronic source: Study guide. - Lipetsk: Lipetsk SPU, 2017. - 56 p., unlimited copies</p> <p>2 Information technologies in documentation support of management and archiving. Electronic source: teaching aid. - Nizhny Novgorod: UNN named after N. I. Lobachevsky, 2017. - 40 p. - Recommended by the methodological commission of the ITMM Institute for UNN students studying in the training program 46.03.02 "Document Science and Archiving", unlimited copies</p>                                                                                                                                                                                                                            |
| Supplementary literature                                                                     | <p>1. Records management: laboratory workshop: practicum / ed. by S. V. Govorova; Ministry of Education and Science of the Russian Federation; Federal State Autonomous Educational Institution of Higher Education "North Caucasus Federal University". - Stavropol: NCFU, 2019. - 223 p.: ill. - <a href="http://biblioclub.ru/">http://biblioclub.ru/</a>. - Bibliography in the book.</p> <p>2. Chuprin, K. P. Theoretical document management. Electronic source / Chuprin K. P.: a textbook for students of higher educational institutions studying in the training program 51.03.06 "library and information activities." - Perm: Perm State Institute of Culture, 2019. - 96 p. - ISBN 978-5-91201-330-0, unlimited copies</p> |