

Документ подписан простой электронной подписью
 Информация о владельце:
 ФИО: Петренко Вячеслав Иванович
 Должность: и.о. директора Института цифрового развития
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Discipline annotation

Discipline name Защита и обработка конфиденциальных документов / Protection and processing of confidential documents	
Summary	Essence and features of confidential records management. Organization of confidential records management. Determination of the composition of confidential documents. Requirements for drawing-up confidential documents. The structure of protected document flows, the composition of technological stages and operations. Technological systems for the protection and processing of confidential documents. Confidential File Registers. The procedure for the formation and execution of confidential Files. The procedure for appointing and conducting an internal investigation into the facts of the loss of confidential documents. Reference and information data bank on confidential documents. Procedure for accounting for confidential documents. Procedure for documenting confidential information. Procedure for consideration and execution of confidential documents. Procedure for reproduction and destruction of confidential documents. Monitoring the execution of confidential documents. Procedure for the work of personnel with confidential documents. Checking for confidential documents. Procedure for completing the departmental archive of confidential documents. Procedure for preparing confidential files for archiving. Procedure for using confidential archival documents. Storage equipment.
Learning outcomes of the discipline	- fully applies normative legal acts in the field of information protection - fully determines the rules and procedures for managing the AS information security system
Workload, c. u.	4 c. u.
Reporting Forms	Graded - 6th semester
List of essential and supplementary literature necessary for mastering the discipline	
Essential literature	1 Sychev, Yu. N. Information security standards. Protection and processing of confidential documents / Electronic source: study guide / Yu. N. Sychev. - Saratov: Vuzovskoye obrazovanie, 2020. - 195 p. - The book is in the basic version of IPRbooks ELS. - ISBN 978-5-4487-0128-3, unlimited copies 2 Bisyukov, V. M. (North Caucasus Federal University). Protection and processing of confidential documents: study guide: Training program 10.03.01 - Information security. Bachelor's Degree / V. M. Bisyukov; NCFU. - Stavropol: NCFU, 2020. - 153 p., unlimited copies
Supplementary literature	1 Protection and processing of confidential documents. Types of secrets / Electronic source: study guide. - Lipetsk: Lipetsk GPU, 2019. - 62 p., unlimited copies 2 Protection and processing of confidential documents: workshop: Training program 10.03.01 —Information security. Bachelor's Degree / comp. by V. M. Bisyukov; NCFU. - Stavropol: NCFU, 2016. - 116 p., unlimited copies