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CIRCULAR DOCUMENTS OF MANAGEMENT AND RECORD KEEPING IN THE RUSSIAN SOVIET FEDERATIVE SOCIALIST REPUBLIC IN 1920: A CASE-STUDY OF THE TVER PROVINCE

Abstract

The article assesses informative capacity of circular documents of management and record keeping. Circulars are a type of documents of management and record keeping which it is expedient to subdivide into two groups: circulars of the central and of local authorities. Circulars of such filing status were found in the fond of the finance department of the Tver province of the State Archive of the Tver Region (GATO). The article analyzes composition and purpose of circular documents of management and record keeping of the private trade management in the Tver province. Studied documents from the GATO regulated interactions between central and local state agencies in the field of private trade of the region. The article studies documents of the executive authorities for the Tver region in 1920s and assesses nature and peculiarities of interactions between central and local state agencies in the field of the private trade of the region in terms of documentation of management processes and of organization of documents usage in state agencies. The author describes procedure for drawing up and issuing circulars, having systematized them by status and purpose. Forms of circulars (2 variations) of the central authorities and local public institutions have been identified, such as circulars of the People's

Commissariat for Finance (Narkomfin) of the RSFSR. Analysis of the said forms and of the circulars text provide information on the records creation and similar paperwork management in central and local state agencies regulating private trade in the Tver region in 1920s.

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Keywords

Archive, source, circular, documents of management and record keeping, forms of circulars, documents flow of state agencies, date and registrations number, instruction.

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