

Scientific article

УДК 930.25+94(47)+005.92

doi 10.28995/2073-0101-2022-4-1094-1106

Surovtseva, Nataliya G.

Russian State University for the Humanities, Moscow, Russian Federation

Revisiting the Question of Content of the Concept “Records Management”

Abstract

The article discusses theoretical approaches to the concept “records management” accepted in the national document science. The concept emerged in the 1970s-80s in the works of A. N. Sokova. She drew attention to the fact that records management as a field of activity was not identical to national office work and included a greater range of issues and functions. She made

attempts to use records management in the development of the Unified State System of Record Keeping, trying to integrate it into the national terminology of working with documents. At the next stage in the development of the theory and practice of working with documents, the concept “records management” received support in the scientific works of M. V. Larin. Considering records management in organizations, he came to the necessity to revise the concept of the organization's information and documentation system drawing on scientific approaches including widespread use of new information technologies. M. V. Larin was the first to define the difference between the concepts “record keeping,” “document support of management,” and “records management,” defining the latter as a certain independent management function. This concept was supported by T. A. Selezneva. Her position was determined by the fact that “records management” was a borrowed term and concept, and, therefore, reflected the Western management model and provided quality management in relation to the organization's documentation as full value management resource. In 2007, the term was formally consolidated, tested in the meaning used in the national standard 15489, and compared with other concepts in the field of working with documents (“office work” and “document support of management”), thus overcoming the use of the concept of “records management” in scientific theoretical discourse as equivalent to the latter. The subject area of the field of records management was analyzed by E. S. Belous in order to formulate its main features that distinguish records management from office work and document support of management. She did not consider the hierarchy of concepts, but stated that the term “records management” meant not only work with documents, but also its requirements, and also indicated that the purpose of this activity was associated with the possibility of using records as evidence of activity.

Keywords

Document science, documentation, records management, office work, document support of management, information technology in records management.

Download the article: [surovtseva doi](#)

References

ANOSOV, A. V. O nekotorykh problemakh arkheografii v XXI v. na primere elektronnykh dokumentov ili tsifrovyykh kopii dokumentov [On some issues of archeography in the 21st century on the example of electronic documents or digital copies of documents. In Russ.]. IN: Istoriya i arkhivy, 2019, no. 3, pp. 112–124.

BELOUS, E. S. Terminologicheskoe naimenovanie sfery raboty s dokumentami: ot deloproizvodstva k upravleniyu dokumentatsiei [Terminological name of the field of work with documents: From office work to documentation management. In Russ.]. IN: Vestnik Volgogradskogo gos. un-ta. Seriya 2. Yazykoznanie [Bulletin of the Volgograd State University. Series 2: Linguistics], 2013, no. 3, pp. 139–143.

BELOUS, E. S. Informatsionnaya sostavlyayushchaya upravleniya dokumentatsiei: verbalizatsiya ponyatiinoi struktury [Information component of documentation management: Verbalization of the conceptual structure. In Russ.]. IN: Izvestiya Volgogradskogo gosudarstvennogo pedagogicheskogo universiteta [Bulletin of the Volgograd State Pedagogical University], 2011, no. 2, pp. 28–31.

LARIN, M. V. Upravlenie dokumentami v organizatsiyakh. [Records management in organizations. In Russ.]. Moscow, Nauka publ., 2001, 288 p.

MAL'TSEVA, I. F. Termin “upravlenie dokumentami” v istorii otechestvennoi standartizatsii [The term “record management” in the history of national standardization. In Russ.]. IN: Nauka v sovremennom mire: Materialy XXXI Mezhdunarodnoi nauchno- prakticheskoi konferentsii, 31 yanvarya 2018 g. Sbornik nauchnykh trudov [Science in the modern world: Proceedings of the XXXI international research-to-practice conference, January 31, 2016: Collected scientific works]. Moscow, Pero publ., 2018, 13–19.

SABENNIKOVA, I. V. Elektronnye dokumenty v sisteme informatsionnogo obmena arkhivov [Electronic Documents in Archives' Information Exchange System. In Russ.]. IN: Vestnik arhivista / Herald of an Archivist, 2021, no. 2, pp. 520–531. doi

10.28995/2073-0101-2021-2-520-531

SELEZNEVA, T. A. Sootnoshenie ponyatii “deloproizvodstvo”, “dokumentatsionnoe obespechenie upravleniya” i “upravlenie dokumentami” (retrospektiva i sovremennost') [Relations between the concepts "record keeping," "document support of management," and "records management" (retrospective view and contemporaneity). In Russ.]. IN: Dokument. Arkhiv. Istoriya. Sovremennost', 2016, no. 16, pp. 229-240.

SOKOVA, A. N. Delovaya dokumentatsiya v sfere upravleniya [Business documentation in the field of management. In Russ.]. Moscow, Znanie publ., 1985, 64 p.

SOKOVA, A. N. Dokumentovedcheskie problemy upravleniya dokumentatsiei [Documentary problems of documentation management. In Russ.]. IN: Voprosy informatsionnykh tekhnologii, 1986, no. 2, pp. 27-33.

SUROVTSEVA, N. G. Uchenyi XXI veka: k 70-letiyu so dnya rozhdeniya M. V. Larina [Scientist of the 21st century: 70th anniversary of Mikhail Vasilievich Larin. In Russ.]. IN: Vestnik arhivista – Herald of an Archivist, 2017, no. 3, pp. 237-249.

About the authors

Surovtseva Nataliya Gennadievna, PhD in History, associate professor, Russian State University for the Humanities, department of automated record management systems, assistant professor, Moscow, Russian Federation, +7-916-020-21-65, nataliyasurovceva@yandex.ru

Submitted 7.05.2022, published (for citation):

SUROVTSEVA, N. G. K voprosu o soderzhanii ponyatiya “upravlenie dokumentami” [Revisiting the Question of Content of the Concept “Records Management”. In Russ.]. IN: Vestnik arhivista / Herald of an Archivist, 2022, no. 4, pp. 1094-1106. doi 10.28995/2073-0101-2022-4-1094-1106

You can read completely article in the russian historic-archival magazine “The Herald of an Archivist”. Read more about terms of subscription [here](#) .

Полностью материал публикуется в российском историко-архивоведческом журнале ВЕСТНИК АРХИВИСТА. Ознакомьтесь с условиями подписки [здесь](#) .