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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.

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