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MAIN TASKS OF THE DOCUMENT SYSTEM AND THE IMPORTANCE OF UNIFICATION ISSUES

Abstract: The article talks about the main tasks of the document system in libraries and the importance of unification issues. In the successful implementation of the main processes of working with documents, it is important to define their tasks.

Key words: document, unification, importance, methods, formalization, information.

Document science is the science of the rules for the creation and functioning of a document and the principles of functioning of document and communication systems. The information contained in the documents is necessary for the stable operation of any organization[1]. The document is the basis of work. When preparing and formalizing a document, first of all, it is necessary to imagine all the basic laws and rules of the language to a certain extent. There are two types of documents according to their content: 1. Simple documents (contains a specific issue)., 2. Complex documents (include two or more issues). Administrative documents are divided into four groups according to the scope of application, goals and tasks:

1. Organizational documents (certificate, instructions, charter, contract, etc.)
2. Order documents (order, instruction, order)
3. Informational documents (application, report, deed, power of attorney, description, biography, receipt, explanatory letter, announcement, etc.)
4. Service correspondence (invitation letter, telegram, letters).

- Documents are of three types according to the form of content statement:

1. Private documents
2. Sample documents

3. Template documents.

Examples of private documents are applications and complaints received from citizens, service correspondence based on them. In most cases, they are written in order to explain and explain the same situation. Examples of documents include many business-related documents, such as notices, job descriptions, descriptions, and meeting minutes required by each organization and its departments. There are many types of template documents, which facilitate field work, save time and material resources, and increase convenience in the work process[2]. The origin of document management in Russia was associated with the so-called “practical” document management, i.e. with the creation of rules for working with documents and requirements for the documents themselves in practice, in the office process, in the applied field[3]. Documentation solves many problems in society. It is not only a method of maintaining the quality and accuracy of information, but also a method of communication between subjects, a method of managing social structures, distributing information in space and collecting it on material carriers, a method of strengthening social experience, and a type of collective memory. The document is a natural or artificial material carrier by origin, and its structure is aimed at reflecting the meaning of information, carrying and storing information in its structure. Re-creation of objects of “second nature” around man purposefully occupies their structure, material composition, emphasizes them with functions. In this sense, a document is a physical object like any other human document. But the document, unlike other artificially created objects, has a clear purpose to carry secondary social information in its structure. At the same time, the document carries both social and potential information. We produce social information by identifying potential information, that is, by studying the form of the document, the method of recording, the use of expressive means, the history of its creation and operation. In turn, this disclosed information can be recorded in the physical environment as the content of another document. Source studies, historiography, textual studies, bibliography, etc. are engaged in these works. The essence of documents is to make changes to the information on the material carrier for later

storage and use. Today, the following methods of documentation are also used in the practice of life activities:

- subject documents;
- target documents;
- visual and drawing and graphic documents;
- photo documents;
- film documents;
- audio documents;
- computer documents.

Their scope and scope of activity has naturally changed. But they are still used in practice today[4]. Any document has many features specific to its form and content. The presence of the same characteristics in other documents makes it possible to combine them into a group, a type. In such a group, these properties come to the fore, so they can be studied and put into practice. Moments that arise as a result of the general tasks of these sources in the life of society and create a permanent defining appearance:

- + the social and functional purpose of the document that caused its origin (study, improvement of production, development of science, aesthetic pleasure, making inquiries, information about documents, etc.);
- + material structure;
- + student address;
- + specific nature of information;
- + connection with other publications (non-connection);
- + temporal specificity of publication.

Since the document contains countless features, this determines its multidimensional research possibility, in which the document can be viewed

simultaneously from the point of view of different features, divided into different types and entered into different groups. The principles, rules, practical recommendations developed in the course of document activity, as well as scientific knowledge transformed into modern methods of working with documents constitute the methodology of documentation. Documentary methodology is based on a scientific basis and consists of several components, each of which represents a gradually developed methodology for working with a particular type of document. In general, the technology of working with documents is expressed as a sequence of ongoing processes for collecting documents, from quality selection according to special classification criteria, to organization of storage, retrieval and use. However, each type of document solves its own problem in the information infrastructure of the society and determines the specific features of its form and content. The presence of such peculiarities determines the storage of documents in different ways, their processing, systematization, organization of array searches, etc. In this respect, the methods of working with books differ from working with periodicals, the techniques of working with traditional documents differ from the methods of machine-readable documents, and the procedures for working with management, economic and financial documents differ from working with patent documents. Document handling processes are governed by rules that take into account their specific characteristics. These rules are the result of scientific research and adjustment of their results in practical work.

In other words, they are a cumulative expression of accumulated experience in this field. In general, the method of documents is developed in some detail and provides methodological sections for library, archive, description, patent, scientific information activities, as well as processing technology and storage, design, financial and other documents[5]. In documentary science, documents are classified according to several aspects. Although there is not exactly the same grouping in the classification. They can be grouped in a somewhat unified way. According to this tradition in documentary studies, documents in the course of

work. above all. classified according to the place of structure. In this respect, internal and external documents differ. Internal documents are documents created and used within the same institution. Those coming to a specific institution from other organizations or certain individuals are external documents. There are two types of documents according to their content: 1) simple documents cover a specific issue; 2) complex documents include two or more issues. The content statement is specific in terms of form. Sample and template (or stencil) documents are distinguished. The concept of “document” is central, fundamental in the conceptual system of document management; It reflects the signs of real-life objects that serve as objects of practical activity for the creation, collection, analytical and synthetic processing, storage, search, distribution and use of documentary information in society[6]. The indicated tasks and directions, of course, do not exhaust the scientific problems of document management. Of course, his palette is richer and more diverse. But in order to build a building, you must first lay the foundation. General methodological problems of the object, subject, terminological system, place, internal structure of document management and constitute the fundamental basis without which the development of the theory is impossible. But document science does not yet see and does not solve these problems. This is the task of developing his theory in order to find a place for each piece of knowledge about the document and ensure its integration[7].

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