

AL-FARABI KAZAKH NATIONAL UNIVERSITY

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Vice Rector for Academic Affairs

A.K. Hikmetov

**ENTRANCE EXAMINATION PROGRAM FOR APPLICANTS TO PhD
DOCTORAL STUDIES ON MAJOR
«8D03205 - ARCHIVAL STUDIES, DOCUMENTATION AND DOCUMENT
PROVISION»**

ALMATY, 2020

The program is compiled in accordance with the State educational standard on major «8D03205 - Archival studies, documentation and document provision»

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The program was reviewed at a meeting of the Department of World History, Historiography and Source Studies
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Minutes No. 10 dated May 29, 2020

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CONTENT

1. Goals and objectives of the entrance exam in the specialty

Entrance exams for people entering doctoral studies in the specialty “8D03205 - Archival studies, documentation and document provision” are aimed at identifying the general level of knowledge on the main aspects of archival and documentary knowledge. Exam questions include the most important problems of archival science, document management, the prospects for the development of scientific knowledge in the field of archival science, document management and document management (DOE), and trends in the development of information and document management and archive management.

The purpose of the entrance exam is to determine the level of professional competence, a tendency to research and teaching, the general personality culture and the readiness of the applicant to study in doctoral studies.

The objectives of the entrance exam are:

- determine the high level of knowledge of the applicant about the basics of organizational development and design of documentation systems for management and archiving;
- demonstrate professional knowledge about the methodological foundations of organizational development and design of documentation systems for management and archiving;
- analyze the theoretical aspects of archival and document management;
- to systematize the variety of theoretical approaches in solving the key problems of archival research, concentrated in the works of domestic and foreign scientists;
- determine the impact of the theory of archival science and document management (collisions of scientific views, approaches) on the formation of the practice of archiving at different stages of the country's history, taking into account the development of statehood, economy, public relations;
- systematize and consider the debatable problems of archival and document management from their own position;
- show heuristic and analytical abilities in the application of general scientific methods of deduction, induction, synthesis, analysis, method of analogies, retrospections, actualization, etc. when answering questions;
- synthesize the genesis of the formation and functioning of documentary complexes in preschool educational institutions and archives;
- be able to use a historical map in the presentation of the material;
- demonstrate ability to oratory, logical and reasoned presentation of one’s thoughts, ability to uphold one’s beliefs.

The exam form is combined (oral, written - essay).

2. Requirements for the level of training of people entering PhD doctoral programs in the specialty “8D03205 - Archival studies, documentation and document provision”

According to the state general educational education standard of the Republic of Kazakhstan, the previous minimum level of education for people who want to master doctoral education programs is master's degree.

Competencies:

- have a systematic understanding of the development trends of archival and document management in the country and abroad;
- identify trends in the development of information and documentation support for management and archiving; apply the principles and methods of creating reference and search tools to archival documents; apply international best practices in archive management;

- know the theoretical and methodological foundations of the science of archival science and record keeping; analyze the concepts of various schools of archival, archaeographic and documentary thought;
- analyze, systematize and summarize retrospective information;
- own special professional terminology and vocabulary of the specialty;
- analyze the design of a rational documentation management system and archival storage of documents of a particular organization;
- apply research methods, analysis and design of document management systems;
- Understand the social responsibility and importance of the profession of archivist and document manager in the modern world.

When presenting answers to exam questions, the following will be taken into account:

- the ability to select a document, highlight the essential, disclose the essence of retrospective information;
- consistency, consistency, consistency of presentation,
- reasoned conclusions and generalizations;
- originality, creative personality, intellect of the applicant;
- the ability to formulate their own position on the most important contentious issues of archival and document management.

3. Prerequisites for the doctoral study program in the specialty “8D03205-Archival studies, documentation and document provision”:

Theoretical Problems of Archival Studies - 3 credits

Theoretical problems of document management - 3 credits

Organizational design of document management systems - 3 credits

4. The list of exam topics

Discipline: Theoretical Problems of Archival Studies

1. The general theory of the document (archival aspect). A document as an object of study of archival studies. The purpose, objectives, aspects of the general theory of the document. Social functions of documents. Problems of origin of types of documents. The place of archival documents and archives in social memory. Works: V.N. Avtokratova, B.S. Ilizarova, V.P. Kozlova, K. B. Gelman-Vinogradova, L.S. Vygotsky, S.L. Rubinstein, L.K. Robane et al.

2. Archival terminology. Works in the field of archival terminology. B.S. Ilizarov and the concept of archives as the social memory of mankind. V.N. Avtokratov, B.S. Ilizarov on the formation of the terms “archive”, “archival document” (1989). The development of the concept of “archive fund” in archival studies of the XX century. The concept of “documentary fund” and the prerequisites for its appearance. The concept of the founder.

Legal consolidation of the main archival terms in the Law of the Republic of Kazakhstan “On the National Archival Fund and Archives” (dated December 22, 1998) (changes dated 10.28.2015 No. 368-V). Dictionaries of archival terminology. Comparative analysis of the main archival terms of foreign countries.

The concepts of “archival science”, “archival business”, “fund”, “archival document”, “theory and methodology of archival science”, “next fund”, “archival fund”. The ratio of the concepts of “information” and “document”. Key document concepts.

Sources of acquisition of archives. The concepts of “source of acquisition” and “zone of acquisition”.

The conceptual apparatus of modern information technology. The development of the ideas of fundamental archiving in the works of V.P. Kozlova, O.M. Medushevskaya, I.V. Karapetyants, V.M. Magidova, E.V. Starostina, T.I. Horchordina.

3. The object and subject of archival studies. V.N. Autocrats about the subject and object of archival studies. The development of the concept of the "foundation" and the "principle of origin" as the theoretical core of the new science of archives. Authorship of the basic concepts of archival studies (V.K. Klein, V.V. Snigirev, G.S. Gabaev).

Object of archiving: a system of archival institutions, documentary resources on paper and other media, archive management tools, scientifically-mincer The object of archival studies: documented retrospective information.

The subject of archival studies at the empirical, theoretical and methodological levels.

4. Patterns, principles, scientific approaches, methods, methods of archiving

Patterns of archival studies: fundraising, optimization of the composition of the NAF of the Republic of Kazakhstan, distribution of information in the archive fund.

The principle of objectivity. The principle of historicism. The principle of comprehensiveness. The principle of integrated assessment. The principle of socio-political neutrality. The principle of scientific effectiveness.

Special principles of archival studies: the indivisibility of the fund, intra-fund systematization of materials, centralization of archiving. Principles of value expertise.

5. Scientific approaches in archival studies

Source and information approaches in the development of a scientific theory of value examination. Separation of the concepts of "value" and "utility" of the document. V.N. Avtokratov and A.V. Elpatievsky about the problem of involving computer science categories in archival studies. Polemic B.S. Ilizarova with V.N. Avtokratov on fundamental issues of the general theory of archival studies. The modern concept of scientists in the formation of "historical space". Discussions of historians and archivists in the late 1970s on the methods of collecting and storing personal archives.

Differentiated, system-structural, functional and probabilistic approaches in archival studies. The role of general methods of cognition in archival studies. Comparative historical method. Source methods for researching documents and their application in the selection, organization and description of documents. The development of archival statistics based on mathematical and statistical research methods. Methods: historical, historical-comparative, actualistic, descriptive, modeling, functional analysis, quantified. Narrow profile archival methods: methods, micromethods, a single accounting method.

6. Classification of archival documents within archival funds

Problems of classification of documents. Signs of classification. The importance of classification for the rational distribution and use of archival documents. The value of scientific and methodological developments B.I. Anfilova, G.A. Knyazev, I.S. Nazina, Z.N. Dobrova, N.A. Fomina, M.F. Petrovskaya and other archivists to establish the theory of classification of archival documents by collections (funding theory).

The theoretical basis for the classification of documents within the archival fund. The importance of classification for organizing documents within the archive fund and searching for document information. Development N.A. Fomin, K.G. Mityaev, M.F. Petrovsky, K.I. Rudelson and other archivists of the theoretical and methodological foundations of the classification of documents of archival funds.

Organization of documents within the archive fund by ownership forms, types of media, methods and techniques for securing information.

Organization of documents according to their value and access categories. Fund classification units.

Scheme of systematization of cases in the Fund. Signs of grouping storage units within archive funds. Non-Fund organization of documents on special media. Classification of documents in the process of forming cases.

7. Theory of funding. Study of issues of archival documents funding in Russian literature. Basic concepts of the theory of funding. The types of archival holdings and the organization of work for the funding. Chronological boundaries of the funds. Historical information and its role in funding. Signs of combining documentary complexes of legal entities. Formation of combined archival funds and funds of personal origin. The formation of archival collections. The creation of personal collections.

8. Theoretical aspects of describing and searching for documentary retrospective information. Coverage of issues related to the description of documentary information in Russian literature. Basic concepts, principles and methods of description theory. The essence of the differentiated approach to the description of document information. Elements describing modern reference tools.

Inventory is a mandatory element of the NSA system. The object of the description to the listing. Preparation of a descriptive article of the inventory. Use description techniques for different groups of documents. Composition of the catalog card description elements. Object of description and preparation of a descriptive article of the guide. The object of the description and making a descriptive article of the index and review.

9. System of scientific reference apparatus. The problem of creating an NSA system in the literature. Methodical recommendations on preparation of archival reference books. Improving the system of scientific reference apparatus of archives. Efficiency of functioning of the scientific reference apparatus.

A differentiated approach to the description of retrospective information is the methodological basis for building the NSA system. System-forming factors of the NSA system. Structure of the NSA system. Types of archived reference books and their relationship. The creation of flexible information retrieval systems for archives. The problem of compatibility of information arrays and the possibility of integrating them into a single database.

10. Theoretical bases of examination of the value of documents. Problems of examination of the value of documents in historical literature. Basic concepts of the theory of examination of the value of documents. A system of normative documents and methodological manuals for electronic data PROCESSING. Types, types, structure of lists of standard documents with indication of their storage periods. System of expert bodies. Expert verification commissions, expert commissions, their composition, functions, organization of work.

Theoretical and methodological bases, principles and tasks of examination of the value of documents. Development of criteria for the value of documents, their development and clarification. Features of examination of documents on special media.

Methods of examination. Target complex EDS in archives, its purpose and methodology. Features of the examination of the value of documents of personal origin.

The concept of examination of the value of documents. Discussions of the 1960s and 1980s on the theoretical basis of the examination of the value of documents.

Improving the theory and practice of examining the value of documents in the 1970s and early 1990s. A differentiated approach to evaluating documents of a new type of institution. Scientific and methodological bases of examination of the value of documents. Principles of expertise before the early 1990s and in the modern period of archival science. Source criticism of documents and its significance for the examination of their value. System approach. Functional analysis. Information analysis. Application of other General scientific and private methods of cognition in the examination.

11. Theoretical features of using retrospective information. Study of the use of documents in Russian literature. Basic principles and concepts of the theory of using archival documents. Main directions and forms for using archive documents. Forms of using archived documents. Methods of information service for users. Concepts of information comfort. The problem of effective use of archival documents: economic, technical, social and legal.

12. Theory and practice of working with electronic documents in archives. Automation of archival business and foreign archival thought: historiography of the problem. Organizational bases of Informatization of archival cases. Legal basis for Informatization of archival business. Informatization of the archive industry: concept, program, planning. Application of automated technologies in the field of document accounting and ensuring their safety. Aims. Automated technologies for organizing the use of retrospective information.

Discipline: Theoretical problems of document management

1. The subject of records management. The object of records management. Fundamental research in document management. Applied research in document management. Documentary. Discussions about the object and subject of documentation. General and special documentation ("documentology" and "documentation").

Coverage of conceptual problems of documentation in the works of Kozlov V. P., Kuznetsova T. V., Ilyushenko M. P., Stepanov E. A., Mingalev V. S., Stolyarov Yu. N., Larkova N. S., etc.

2. Documentary aspect of the General theory of the document. Document as a social phenomenon. Regularities of document formation. Functions, properties, and attributes of the document. The place of the document in social time and space. Theoretical justification of documentation processes in society.

3. The origin of the theory document. Development of practical office management as the basis for the emergence of document theory. The first attempts at theoretical understanding of the purpose of documentation and its functioning in society in the XIX-early XX centuries. Works By F. Varadinova, V. Goldbrecht. Classification of I. Richter's documents.

Recommendations for improving documentation of management actions. Guidelines for the preparation of documents ("pismovniki") by F. N. Nalivkin, I. A. Markov, M. L. Magnitsky, A. N. Neustroev, etc. The emergence of specialized periodicals.

4. Evolution of modern systems and types of documents. Historical conditionality of the formation of documentation systems.

Development of the concept of documentation systems. Main theoretical problems. Research on the formation and functioning of documentation systems at various levels of management. Various aspects of creating documentation systems: functional, sectoral, and territorial. Theoretical and methodological research on the creation of unified documentation systems. The functional principle is the main principle of creation of systems documentation. Modern document systems: banking, customs, pre-business documents, etc.

5. The development of records management. Documentary problems in the context of management thought development. Theoretical research of domestic and foreign scientists. The folding of the native scientific schools.

Activities of the Institute of management technology (ITU) and its significance for the organization of work with documents. General rules of documentation and document management (1931). Generalization of theoretical problems of administrative documentation: terminology, unification, classification of documents in the works of specialists of ITU.

Coverage of issues of scientific organization of managerial work and office work in special literature and on the pages of specialized periodicals.

Development of the theory of document management, its connection with the creation and implementation of a Unified state system of records management and information base of an automated management system. The significance of the developments of specialists of the all-Union research Institute of documentation and archives (VNIIDAD) and the Moscow state historical and archival Institute (MGIAI) in the field of unification and standardization of documents. Coverage of various approaches to solving documentation issues in the Works of VNIIDAD and MGIAI. A look at documentation as a single information system.

6. Theoretical and practical issues of modern documentation. Development of documentation in the context of changing socio-political, economic, technical and other realities. Modern view of the object and subject of documentation. Reflection of traditional and complex approaches to scientific research of documentation in the works of the authors.

Development of priority areas of document research: document problems of electronic documents; document management as part of the management of information resources of the organization; international and national systems of standardization in the field of documentation, etc.

A reflection of modern problems of the industry in the conference proceedings and on the pages of specialized periodicals: "Proceedings in Kazakhstan, Issues of workflow", "Workflow", "Secretarial business", "record keeping and document management", "Handbook of Secretary and office-Manager" etc.

7. The development of the terminology of records management. Terminological system as a reflection of the main trends in the understanding of the subject area. Research of terminological problems. The result of the streamlining of terminology. The significance of terminology for the effectiveness of practical work in the documentary environment.

Review of foreign practice in compiling dictionaries of terminology.

8. Regulatory regulation of documentation and document formation processes. Evolution of regulatory control in the documentation. Study of the society's need to document social, economic and other processes. Problems of documentation in the preservation of culture and the transmission of traditions. Legal aspects of the impact of the latest technical means on the document as a source of operational information.

9. Methodology of records management. The law of mandatory documentation support of activities. The law of conformity of the content and type of documents to the needs of society. The law on compliance of the volume of documentary information circulating in the society with the capacity of communication channels. Methodology of the General theory of the document. Information approach. System approach. Principles of document management. Development of private methods of document unification.

10. Problems with document classification. The concept of classification of documents. Regularities of folding and functioning of documentation systems. Document classification systems. Document classifications as scientific classifications. The ratio of the type and typological classification of the document. Classification by the information component of the document. Classification of documents by the level of generalization of information. Classification of documents by the nature of sign means of recording information. The ratio of the type and typological classification of the document.

11. Documentary research, methods of documentation. Tasks of documentary research. Methods of scientific research. System methods of document research. The typological method of study of documents. Method of terminological analysis. Content analysis. Information analysis of documents. Psycholinguistic method for the study of documents. The method of expert evaluations of the documents. Bibliographic method of studying documents. Scientific method for the study of documents.

Discipline: Organizational design of document management systems

1. Theoretical and methodological foundations of organizational development and organizational design of document management systems. The essence and content of organizational design of document management systems. Modern approaches to the development and implementation of organizational projects with the rationalization of management work.

Goals of development and implementation of organizational projects with the rationalization of management work. Tasks of organizational design.

Types of organizational design. The process of designing an organization model. Application of modern technologies in the effective development of organizational design of document management systems.

2. Modern approaches to organizational design of the document management system. Approaches focused on traditional and electronic document support for the organization's activities.

International experience in implementing organizational organization design systems for document management systems. History and current state of positive experience of foreign implementation of organizational organization design systems for document management systems.

Introduction of automated methods of organizational design of document flow in Kazakhstan.

3. Regulatory framework for organizational design of electronic document management in Kazakhstan (from 1991 to the present). State program for the formation of "electronic government" in the Republic of Kazakhstan for 2005-2007 (Decree of the President of the Republic of Kazakhstan 10.11.2004.). Legislative and regulatory framework for organizational design of electronic document management in Kazakhstan. The law on measures to improve the work of the state apparatus, combat bureaucracy and reduce the flow of documents dated 31.07.2000 Rules of operation of hardware and software of the Unified electronic document management system (Resolution of the Government of the Republic of Kazakhstan dated 01.11.2007.). Temporary rules of electronic document management of state bodies of the Republic of Kazakhstan dated 19.07.2006 Activities of the information and communication Agency. Rules of electronic document management (Decree of the Government of the Republic of Kazakhstan 22.10.2008.). Law "on amendments and additions to certain legislative acts of the Republic of Kazakhstan on documentation support" dated 04.07.2009.

4. State information security policy of the unified electronic document management system of state bodies of Kazakhstan. State policy of the Republic of Kazakhstan in ensuring information security. Rules of electronic document management of state bodies of the Republic of Kazakhstan (Order of the Chairman of the Agency of the Republic of Kazakhstan for Informatization and communication dated 04.06.2009; Order of the Chairman Of the Committee of information and archives of the Ministry of communications and information of the Republic of Kazakhstan dated 06.01.2011). Standard rules for documenting and managing documentation in state and non-state organizations (Approved by the Decree of the Government of the Republic of Kazakhstan dated 21.12.2011).

5. Classification by various characteristics and the place of organizational design of document management systems in the overall design system. Classification by type of design: technical, organizational, informational, social, and other systems. Classification according to the potential of organizational projects: energy, intellectual, educational, technical.

Differentiated approach to the potential of organizational project work – management (administrative and managerial apparatus of the organization); resource: (information, documents, etc.); personnel: (staff, specialists); technological (equipment, premises), etc.

6. Methodology and methodology for forming organizational structures for managing the organization's document flow. Organization modeling is the most important method of research and design. Methods and principles of organization modeling.

Method of self-assessment of the organization when rationalizing and reducing document flow. Designing the organizational and functional structure of the organization. Methods of post-operative analysis of the main types of work in the management apparatus. Cross-organizational and structural diagram of the organization. The methodology of the organizational design of control systems of documents circulation.

7. Methods for evaluating efficiency at various stages of organizational design of document management systems. Modern approaches to organizational design of the document management system. Principles, scientific bases of design of document management systems. Analysis of the existing record-keeping system based on the survey materials.

Project appraisal: objectives, principles, mechanism of organization. Methods of project expertise. Conducting a pre-project survey. Preparation of technical specifications for design. Development of a project to streamline office management.

8. Planning of organizational design works. Stages of organizational design of document management systems. Planning the design of a document management system. The essence and objectives of pre-project research, development and implementation of the project. Normative and methodological support of organizational design of document management systems.

The main stages of the organizational design of control systems of documents circulation. General requirements for the composition and content of design work in single-stage and multi-stage design.

The main stages of organization project work: survey, forecasting. Stages of organizational design of document management systems: data collection, study and analysis, modeling, optimization, regulation, implementation, and operation.

9. Innovation management. Implementation of specific organizational projects in document management systems. Main approaches to organizational design of the document management system. "Structure synthesis", "rationalization of organizational process technology", "organizational changes", "situational choice", etc. Design of management process technology.

Measures to implement the developed project to improve the document management system. Stages and methods of implementing specific organizational projects in document management systems.

10. Classification of methods for designing the organization's document flow. Typology of organizational design methods. Method of research and analysis of organizational records management objects. The study documents. Methods of observation, expert. Photography and self-photography of the working day. Timing. Survey (interviewing). Survey. Graphical and statistical methods. Survey and questionnaire methods. Calculation method. Methods for developing flowcharts in the design of management processes and document flow in an organization. Methods of graphic and matrix modeling. Methods for displaying the organizational structure. The use of scaling and numerical scales.

11. Information and documentation management systems and organizational techniques in the design of the organization's document flow. Information systems as part of an organizational project to improve the document management system. Tasks and main methods of working survey of information and documentation systems for document management. Directions and levels of improvement of the management documentation system. Problems of managing information and documentation resources of the organization: scientific and theoretical, technological, legal, personnel, etc.

The essence and tasks of ergonomic design. Ergonomic design. Organizational techniques in the organization's document flow design system. Types and purposes of office equipment systems that provide document flow. Development and implementation of flowcharts for office equipment location based on ergonomic requirements.

12. Workflow in the control system. The concept of document management. Collection, systematization and analysis of incoming, internal and outgoing information. Centralized document management and document management at the level of the structural division. Functions of organizational structures of document flow. Types and movement of documents in the organization's document flow: incoming, outgoing, and internal. Typical types of work and basic procedures for traditional and electronic document management: forwarding processing, registration, mailing, review, execution, control. Technologies for processing incoming and outgoing documents. Technology for working with internal documents and internal document flow. Document archiving technology: traditional and digital.

13. Unification and design of document forms in the document management system. Documentation of the organization as an information resource. The organization's management documentation system. The concept of document unification. Concept of the document form. Methods for designing document forms. Report card of document forms. Types, purpose, and design of the organization's letterhead forms. Bank details and their location in the base grid.

14. Design of the workplace of the Management Documentation service. Ergonomic working conditions. Design of the organizational subsystems of management of document circulation. Design of the personnel management subsystem. Design of the workplace for managers and specialists of Management Documentation in accordance with international and national standards.

The concept of personnel labor organization. The essence and functions of rationing. Standard and uniform time standards. Classification of labor standards. Optimization of the number of employees of the management documentation support service, using the study and analysis of their labor costs. The main directions of regulation and rationing of labor of personnel of the Department of the Management Documentation service. Optimization of labor activity. Personal system. Group system. Collective system. Enterprise system. State system.

Basic rules for ensuring workplace safety. The user safety of the workplace.

5. List of recommended literature

Main literature:

1. «Ұлттық архив қоры және архивтер туралы» Қазақстан Республикасының 1998 жылғы 22 желтоқсандағы N 326-І Заңына өзгерістер енгізілді ҚР 28.10.2015 № 368-V // <http://adilet.zan.kz/kaz/docs/Z980000326>
2. Instruction on centralized state accounting of documents of the National archival Fund of the Republic of Kazakhstan dated February 6, 2013 No. 27
3. Rules of reception, storage, accounting and use of documents of the National archive Fund and other archival documents by departmental and private archives " dated December 22, 2014 No. 146 // http://mks.gov.kz/rus/zakonodatelstvo/prikazy_ministra/arxivnoe_delo_3/
4. Rules of acquisition, storage, accounting and use of documents of the National archive Fund and other archival documents by state and special state archives " dated December 22, 2014 No. 145 // http://mks.gov.kz/rus/zakonodatelstvo/prikazy_ministra/arxivnoe_delo_3/
5. Regulations on the National archive Fund of the Republic of Kazakhstan " dated October 7, 1999, No. 1538 // <http://adilet.zan.kz>
- 6 Regulation on the state insurance Fund of copies of documents " dated may 28, 2002 No. 578 // <http://adilet.zan.kz>
7. Standard rules for documenting and managing documentation in state and non-state organizations " dated December 22, 2014 No. 144 // <http://adilet.zan.kz>
8. List of standard documents that are formed in the activities of state and non-state organizations, indicating the storage period" dated January 26, 2015, No. 22 // <http://adilet.zan.kz>

9. Concept of development of archival business in the Republic of Kazakhstan for 2001-2005 // <https://tengrinews.kz/zakon/>
10. Concept of archive development in the Republic of Kazakhstan for 2007-2009 // <https://tengrinews.kz/zakon/>
11. Avtokratov V. N. Theoretical problems of domestic archival science, Moscow: RSUH publishing House, 2001, 396 p.
12. Bulyulina E. V. Theory and methodology of archival science: proc. manual / E. V. Bulyulina: Ministry of education and science of Russian Federation. Federation, volgogr. state. UN-t, 2012. - 145 p.
13. Malysheva S. Yu. Basics of archival science: textbook. manual / S. Yu. Malysheva. - Kazan: Tatar. Hater publishing house, 2002, 169 p.
14. Collection of normative legal acts, scientific and methodological documents in the field of archival Affairs (1991-2001). Under the General editorship of doctor of historical Sciences K. L. Esmagambetov. – Astana, 2002.
15. Adelheid A. the legal base of documentation and archival Affairs // Asistenta IC hastarin irgtu – Records management in Kazakhstan. -2007. -№ 1(1). -Pp. 60-66.
16. Barinov V. A. Organizational design. - M.: Infra-M., 2005.
17. Bazilevich L. A. automation of organizational design. - L.: mechanical engineering. Leningr. otd-nie, 2013. -176 p.

Additional

1. Alekseeva E. V. Some aspects of identification, selection and use of particularly valuable and unique documents // office Work. - 2007. - № 2. - P. 99-104.
2. Gribanova E. M. From the history of departmental storage of documents of the GAF of the USSR in Kazakhstan // Archives of Kazakhstan. Newsletter. -1988. - №4. - P. 31-42.
3. Gribanova E. M. time storage. Problems of the Archive of the President of the Republic of Kazakhstan and the approach to their solution in the light of professional ethics of archivists // Thought. - 1997. - No. 10. - P. 75-78
4. Elpatyevsky A.V. on access to archive documents // Domestic archives. - 2006. - № 1. - P. 8-11.
5. Kozlov V. p. Archival reform: issues of scientific and methodological support // Domestic archives. - 2008. - № 1.
6. Medushevskaya O. M. Archival document, historical source in the reality of the present // Domestic archives. – 2008. - № 2.
7. Larin M. V. document Management in organizations. - Moscow: Scientific book. - 2008. -288 p.
8. Pechersky V. "At" Termini SIU tarikha men evolutes innge //Asistenta IC hastarin irgtu - Records management in Kazakhstan. - 2007. - № 1(1). – P. 26-28.
9. ISA A. S. Tandy IC irgtu tarihin cesee msales/ As A habercisi. Tarikh seriyasy. -2008. -№2(49). - 17-20 BB.
10. Yskak A. S. Kazakhstan Republikasynda is zhurgizudi Memlekettik retteu/Kogam Zhane Daur.- 2008.- №3. -34-43 BB.
11. Vyatkin V. N. Organizational design of economic complexes. - Moscow: Ekonomika, 2014. - 103 p.
12. Jones J. K. design Methods: TRANS.with English-M.: 2012. Mir, - 326c.
13. Kazarnovsky A. S. Organizational design at enterprises. - Kiev: Naukova Dumka, 1990.
14. Kravchenko K. A., Meshalkin V. P. Organizational design and development management of large companies. Moscow: Alma Mater, 2006.
15. Solovyov V. S. Organizational design of management systems. Textbook. - Moscow-Novosibirsk, 2002

16. Solyankina L. N. Research and design of the documentation management system in the organization // office Management. - 2007. - № 2. - P. 59-69.
17. Theory of organization and organizational design (Manual on non-classical methodology): Studies'. Stipend. Edited by T. L. Fokina et al. - Saratov: Sarat Publishing house. UN-TA 1997. - 240
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Criteria for evaluating the quality of responses:

"Excellent":

- systematic, deep and complete knowledge of the discipline;
- accurate use of scientific terminology, stylistically competent, logically correct presentation of the answer to questions;
- the ability to navigate theories, concepts and directions on issues and give them a critical assessment, use the scientific achievements of other disciplines;
- безупреч perfect knowledge of the discipline tools, the ability to use them effectively in solving issues;
- full and deep assimilation of the content of the main and additional literature recommended by the discipline program.

"Good":

- systematic, deep and complete knowledge of the discipline;
- use of the necessary scientific terminology, stylistically competent, logically correct presentation of the answer to questions, the ability to make informed conclusions;
- knowledge of the tools of the discipline, the ability to use them in solving issues;
- mastering the content of the main literature recommended by the discipline program;
- the ability to navigate basic theories, concepts and directions on issues and give them a comparative assessment.

"Satisfactory":

- sufficient knowledge in the scope of the discipline program;
- mastering the content of the main literature recommended by the discipline program;

- use of scientific terminology, stylistic and logical presentation of the answer to questions, ability to draw conclusions without significant errors;
- knowledge of the discipline's tools;
- the ability to navigate and evaluate the main theories, concepts, and directions of the discipline.

"Unsatisfactory":

- insufficiently full volume of knowledge on the issues;
- knowledge of the content of the main literature recommended by the discipline program;
- use of scientific terminology, presentation of the answer to questions with significant linguistic and logical errors;
- poor command of the tools of discipline, incompetence in resolving issues;
- inability to navigate the main theories and concepts on the topic.

Letter grade	Digital equivalent	Percentage equivalent	Traditional system assessment
A	4,0	95-100	Excellent
A-	3,67	90-94	
B+	3,33	85-89	Good
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	Satisfactory
C	2,0	65-69	
C-	1,67	60-64	
D+	1,33	55-59	
D-	1,0	50-54	Unsatisfactory
F	0	0-49	
I (Incomplete)	-	-	«Discipline is not completed» <i>(not taken into account when calculating GPA)</i>
P (Pass)	-	-	«Passed» <i>(not taken into account when calculating GPA)</i>
NP (No Pass)	-	-	«Not passed» <i>(not taken into account when calculating GPA)</i>
W (Withdrawal)	-	-	«Withdrawal» <i>(not taken into account when calculating GPA)</i>
AW (Academic Withdrawal)			Academic Withdrawal <i>(not taken into account when calculating GPA)</i>
AU (Audit)	-	-	«Discipline Listened» <i>(not taken into account when calculating GPA)</i>
Certified		30-60 50-100	Certified

Not certified		0-29 0-49	Not certified
R (Retake)	-	-	Retake