



Journal Website:  
<https://theusajournals.com/index.php/ijhps>

Copyright: Original content from this work may be used under the terms of the creative commons attributes 4.0 licence.

## THE ROLE OF INFORMATION TECHNOLOGIES IN THE FORMATION OF ELECTRONIC ARCHIVES

Submission Date: November 05, 2022, Accepted Date: November 15, 2022,

Published Date: November 30, 2022

Crossref doi: <https://doi.org/10.37547/ijhps/Volume02Issue11-07>

**Dildora J. Yusupova**

Lecturer Faculty Of History Department Of Source Studies And Archival Studies National University Of Uzbekistan Tashkent, Uzbekistan

### ABSTRACT

This article examines information about electronic archives and their types, organization of electronic archives in archival institutions. In the process of creating an electronic archive in a certain organization, the tasks to be performed in order to determine its tasks were studied. Also, the analysis of laws and decisions on the use of electronic archives, creation, regulation and storage of electronic documents was carried out.

### KEYWORDS

Archive, electronic document, electronic archive, information, informatization, information resource, document management, scientific reference, automation.

### INTRODUCTION

There has been increased attention to the issues of researching the reforms implemented in the field of archival work and the importance of archival sources as a historical source in illuminating history. A number of laws and decisions were adopted in the development of the archive sector. In particular, the decision of the President of the Republic of Uzbekistan

dated March 21, 2012 № 1730 “On measures for the further introduction and development of modern information and communication technologies”, Decree №. PF-5834 of September 20, 2019 “On measures to improve archival work and administration in the Republic of Uzbekistan”, № 194 of August 26, 2008 “On additional measures to further develop

archival work in the Republic of Uzbekistan”, Decision №. 101 of April 5, 2012 “On improving archival work in the Republic of Uzbekistan” is of great importance [1].

### THE MAIN FINDINGS AND RESULTS

In addition to the organization of working processes in the field of archives in the above-mentioned legal and regulatory documents, the improvement of archives, including their step-by-step digitalization, creation of electronic archives, as well as the establishment of instructions, rules, standards for placing documents in electronic archives in organizations of the production sector given. According to them, an electronic archive is a structural department of an organization that has the status of an archive and collects, records, stores and uses electronic documents of the organization. Electronic archive information system - a fast and convenient structural software system that ensures the storage and confidentiality of electronic documents, restricts the use of documents, and allows obtaining information about the history of use; information resource of the electronic archive - information in electronic form within the information system of the electronic archive, data bank, database, including electronic documents on external information carriers [2, P.2-3].

Electronic archive documents include: permanently and temporarily stored electronic documents created in the organization’s activities, electronic documents on personal content, copies of electronic archives of information resources of previous organizations of successor organizations and reorganized organizations directly subordinate to it, permanently stored and personal content documents, service and departmental electronic publications. It is also worth noting that the period of storage of electronic documents submitted to the electronic archive should

not be less than the periods established for paper-based documents.

In the process of creating an electronic archive in a certain organization, it is important to clearly define its tasks. After all, archives have their own functions, and they differ in certain ways according to the types of archives. Including, the main tasks of electronic archives should be defined in the following directions:

- development of information storage principles;
- information protection;
- secondary use of information;
- standardization of data recording criteria;
- evaluating the value of archiving and creating machine-readable files;
- regulation of communications between processors of machine-readable data and the archive;
- implementation of information services and research projects.

In the electronic database of machine-readable documents in state archives, documents are received in electronic form from state and non-state production organizations, various institutions. After that, electronic archives will be formed and supplemented based on new information in the state archives. Text files, graphic files, particularly important sources are scanned. When working with electronic data, it is important not to ignore the importance of keeping the rules of electronic archive and electronic document database. It is also worth noting that the database of special value is assigned for use only to authorized colleagues [3].

What documents make up an electronic archive? Of course, taking into account the direction, scope, characteristics, staff composition and other aspects of each office, the records and related archival documents are formed in their own way. However, it is

necessary to recognize that certain requirements for these documents are set by the state. Accordingly, organization of business documents and archives in the organization is a must. In particular, electronic archive documents should include the following: permanent and temporarily stored electronic documents created during the organization's activities; electronic documents on personal content; electronic archive copies of information resources of permanently stored and personal content documents of previous organizations of successor organizations and reorganized organizations directly subordinate to it; service and departmental electronic publications; scientific reference apparatus.

Nowadays, the development of information technologies leads to the emergence of new types of documents, such as machine-generated documents and electronic documents. In turn, these processes cause an increase in the volume of documents and cause problems in the work. An effective solution to this problem is to scan documents and create electronic archives. It is electronic archives that have become a necessary condition for effective work in modern organizations. Current experience shows that electronic archives have a number of advantages over paper archives. Firstly, economic feasibility: electronic archives do not require a large area, which means that it is significantly more economical than conventional archives, which require a large office building. Second, speed: the process of working with documents in electronic archives significantly saves time and ensures speed, because many operations are carried out with the help of information technologies, things are clearly organized, therefore, searching for the necessary document, copying and printing it takes a few minutes. Thirdly, reliability and long-term preservation: all digital documents do not fade over time, do not become unusable, do not lose their useful qualities, electronic

copies are transported using high-quality magneto-optical discs, the data on them is transferred to another carrier until the warranty period of these discs expires. It is known that paper-based documents are used for years and become obsolete when they become obsolete. It also provides an opportunity to solve the problem of the electronic archive system. In addition, the electronic archive system has advantages such as preventing unauthorized access to information, careless or intentional deletion, and falsification of information. Fourth: the procedure for using an electronic document many times and the possibility of remote access. Also, the effectiveness of working with an electronic document can be seen in the fact that a number of beneficiaries, including employees of electronic archive branches, have the opportunity to use one document at the same time. Only one user can work with paper documents at a time. Fifth, security and confidentiality (privacy) feature: electronic archive storage is reliably protected from unauthorized access. Also, if specified in the procedures agreed with the customer, employees will have the opportunity to obtain the document locally or through the Internet. In addition, systematic archiving involves saving all intermediate versions after each change made to a document, without the possibility of deleting versions. The electronic archive has a means of restoring data even in case of sudden power outages.

In the process of working with electronic archives, electronic programs are necessary and it is advisable to update them regularly. In the present period, the development of modern programs ensuring the preservation of electronic documents has been started. Accordingly, organizations use various district software to create and maintain documents in electronic format. Documents in electronic format, as a rule, are not completed in the proceedings until the

organization is liquidated or transferred to another organization with similar tasks. During this period, the relevant departments of the organization are responsible for the storage of electronic documents. Archivists will not have access to it.

When organizing an electronic archive, it is important to take into account the features arising from its rights and obligations [4, P.1-4]. In particular, the electronic archive has the following rights: to control the implementation of the established rules for working with electronic documents in the structural structures of the organization; retrieval of information necessary for electronic archive activities from organizational structures; making proposals to the management of the organization on improving the automated system of document management; involving relevant experts of the organization as experts and consultants when necessary; taking other organizational and software-technical measures to ensure the completeness of the information resources of the electronic archive and the accuracy of the provided archive data, as well as their storage.

The main obligations of the electronic archive are defined and they are the following: acceptance of permanent, temporarily stored, as well as personal content electronic documents completed in the course of work into departmental storage; systematic accounting of electronic documents in the electronic archive and ensuring safe storage; filling and improving the scientific reference apparatus for the electronic documents stored in the archive; protection of information resources of the electronic archive from internal, external and natural and man-made influences; monitoring the history of the use of information resources of the electronic archive, including individual electronic documents.

## CONCLUSION

The widespread use of electronic archives in the current period is observed not only in the field of archives, but also in many sectors of the national economy. After all, the preparation of documents in production enterprises and institutions is one of the main and necessary processes of work. Therefore, it is an important task to place the collected documents in the archives according to their usefulness after a certain period of time. In order to carry out the processes of sorting, summarizing, and, next, transferring and storing the archived documents to the level of demand, it is necessary to carry out the legal acts adopted in our republic. Such an approach is important for proper storage of documents, digitization, placement in electronic archives, ensuring that they are in the archive for the required period, and providing them to applicants at the requested time.

## REFERENCES

1. The Law of the Republic of Uzbekistan “On Electronic Digital Signatures”. December 11, 2003, Law of the Republic of Uzbekistan “On Electronic Document Exchange”-> April 29, 2004. Decision of the Cabinet of Ministers under the President of the Republic of Uzbekistan “On approval of the regulation on the General Archives Department under the Cabinet of Ministers of the Republic of Uzbekistan (“Uzbosharkhiv”) and the distribution of the Central State Archives of the Republic”. June 19, 2004.
2. Appendix to the order of the director of the “Uzarkhiv” agency under the Cabinet of Ministers of the Republic of Uzbekistan dated December 22, 2011: Model Regulations on Electronic Archives. Collection of Laws of the Republic of Uzbekistan, № 3-4 of 2012, Article 33. <https://lex.uz/docs/>.

3. Abdurahimov M. Effectiveness of digitization of archive documents of the Republic of Uzbekistan / Economy and innovative technologies, № 1, 2016.
4. Law of the Republic of Uzbekistan “On appeal to the court against actions and decisions that violate the rights and freedoms of citizens”. August 30, 1995 ORQ №. 108-1. <https://lex.uz/docs/>.
5. Burieva, H. A. (2018). Materials of the personal fund of the famous orientalist NP Ostroumov as a source for the study of the social life of Turkestan (according to the documents of the Central State Administration of the Republic of Uzbekistan). In Private and public in the daily life of the population of Russia: history and modernity (regional aspect) (pp. 568-574).
6. Yunusova, G. D. (2021). Aspect and modal meanings of auxiliary verbs in Korean language. *International Journal of Linguistics, Literature and Culture*, 7(5), 339-343.
7. Nosirkhonov, N. N., & Yunusova, G. D. (2022). Explicit methods of expressing please speech acts in Korean. *Asian Journal of Research in Social Sciences and Humanities*, 12(5), 44-50.
8. Yunusova, G. D. (2020). AUXILIARY VERBS IN KOREAN LANGUAGE THAT MEAN COMPLETION, PRESERVATION, REPETITION, AND INTENSIFICATION. *PalArch's Journal of Archaeology of Egypt/Egyptology*, 17(7), 4213-4220.
9. Nazarov, A. Y. (2016). Organization of the use of documents of the Central State Archive of Film and Photo Documents of the Republic of Uzbekistan. *Document. Archive. Story. Modernity.*—Yekaterinburg, 2016, 484-489.

OSCAR  
PUBLISHING SERVICES