

Traditional and Electronic Information Resources of the National Archives Department of the Republic of Azerbaijan

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Abstract

Archive service organizations of the Republic of Azerbaijan are scientific research centers where valuable documents are collected and preserved to study the rich history of our nation. The archival service, which is one of the main areas of activity of independent Azerbaijan, has a wide network. Today, 7 republic state archives, their 15 branches, as well as the state archives of the Nakhchivan Autonomous Republic and 56 districts operate in our country. These archives, which include the most diverse fields of science, culture and social life, contain 3.5 million paper-based administrative works on 18 thousand funds, documents consisting of up to 100 thousand works of science, culture, literature and art figures on more than 800 funds, over 140 thousand scientific and technical documents, about 400 thousand photos, 50 thousand film and photo documents consisting of more than one storage unit are protected. In this context, general analyzes were conducted in the article, and information was provided about traditional and electronic information resources.

The National Archives Department of the Republic of Azerbaijan is a central executive authority that participates in the formulation of state policy in the field of archival work and ensures its implementation.

The legislative basis of the archive service in the independent Republic of Azerbaijan is the Law of the Republic of Azerbaijan "On the National Archive Fund" adopted in June 1999. The law regulates archival activity in our country, defines the principles of its management, and the duties of the state in the field of archival work.

The scientific-information library of the National Archives Department of the Republic of Azerbaijan is a central specialized repository of books, newspapers, and other publications on archival studies, documentary studies, and various fields of science. The main users of the MAI scientific-information library are employees of the department and state archives, local and foreign research scientists and masters who conduct scientific research in various fields, especially Azerbaijan. The main activity direction of the scientific information library is to provide analytical information for scientific research. We can mention the scientific works of Asgar Rasulov, Fakhreddin Jafarov, Mammad Aliyev, Eynulla Musayev among the researchers conducting research in the field of archival work, which directly had a positive effect on the development of document-information resources in the field of archival work in our country.

Keywords: archival work, document, document-communication system, traditional and electronic resources

Традиційні та електронні інформаційні ресурси національного архівного управління Азербайджанської республіки

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Анотація

Архівні служби Азербайджанської Республіки є науково-дослідними центрами, де збираються та зберігаються цінні документи для вивчення багатой історії нашого народу. Архівна служба, яка є одним з основних напрямків діяльності незалежного Азербайджану, має широку мережу. Сьогодні в нашій країні функціонують 7 республіканських державних архівів, 15 їх філій, а також державні архіви Нахічеванської Автономної Республіки та 56 районів. Ці архіви, що охоплюють найрізноманітніші галузі науки, культури та суспільного життя, містять 3,5 млн. паперових адміністративних праць на 18 тис. фондів, документи, що складають до 100 тис. творів діячів науки, культури, літератури і мистецтва на понад Охороняється 800 фондів, понад 140 тис. науково-технічних документів, близько 400 тис. фото, 50 тис. кіно- та фотодокументів, які складаються з більш ніж однієї одиниці зберігання. У цьому контексті в статті проведено загальний аналіз, подано інформацію про традиційні та електронні інформаційні ресурси.

Національне архівне управління Азербайджанської Республіки є центральним органом виконавчої влади, який бере участь у формуванні державної політики в галузі архівної справи та забезпечує її реалізацію.

Законодавчою основою архівної служби в незалежній Азербайджанській Республіці є Закон Азербайджанської Республіки «Про Національний архівний фонд», прийнятий у червні 1999 року. Закон регулює архівну діяльність в нашій країні, визначає принципи її управління, а також обов'язки держави в галузі архівної справи.

Науково-інформаційна бібліотека Національного архівного управління Азербайджанської Республіки є центральним спеціалізованим сховищем книг, газет та інших видань з архівознавства, документознавства та різних галузей науки. Основними користувачами науково-інформаційної бібліотеки МАІ є співробітники кафедр та державних архівів, вітчизняні та іноземні науковці та магістри, які проводять наукові дослідження в різних областях, особливо в Азербайджані. Основним напрямком діяльності науково-інформаційної бібліотеки є надання аналітичної інформації для наукових досліджень. Серед дослідників, які проводять дослідження в галузі архівної справи, можна відзначити наукові праці Асгара Расулова, Фахреддіна Джафарова, Мамеда Алієва, Ейнулли Мусаєва, що безпосередньо позитивно вплинуло на розвиток документно-інформаційних ресурсів у сфері архівної справи в нашій країні.

Ключові слова: архівна справа, документ, документно-комунікаційна система, традиційні та електронні ресурси

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Introduction.

In modern times, new methods and methods of service have started to be used in the information activity of the National Archives Office. These services are based on electronic resources. Electronic resources differed from each other in terms of accessibility and classification characteristics (Jafarov, & Aliyev, 2017). Of course, the dissemination of information and its delivery to the customer involved electronic resources superior to printed analogue documents. Either completeness or availability of electronic resources in archival offices has already established the provision of information in a new carrier, electronic carrier, as a necessary condition (Report, 2017).

Research results.

In the conditions of globalization, the most important and the first important elements of the modern information society are archive offices and other information institutions that collect information and organize its systematic public use. One of the important tasks of modern archivists is to evaluate and select information of different types and content, necessary and unnecessary, valuable and worthless, mixed in a single information space, and organize its protection. In this case, the archives, depending on their profile and user contingent, strive to fulfill this mission with honor. From this point of view, not only in our country, but all over the world, there are a number of important

obligations before the river administrations (Report, 2018):

- determination of the topic to which the archive document belongs;
- to what extent it meets the needs and requirements of the contingent it will serve;
- investigation of demand and potential of use;
- evaluation of the material quality and endurance of the information carrier;
- not to damage the balance of the fund;
- other issues – author, publisher, format, reviews, price, user contingent, relevance, etc. clarification.

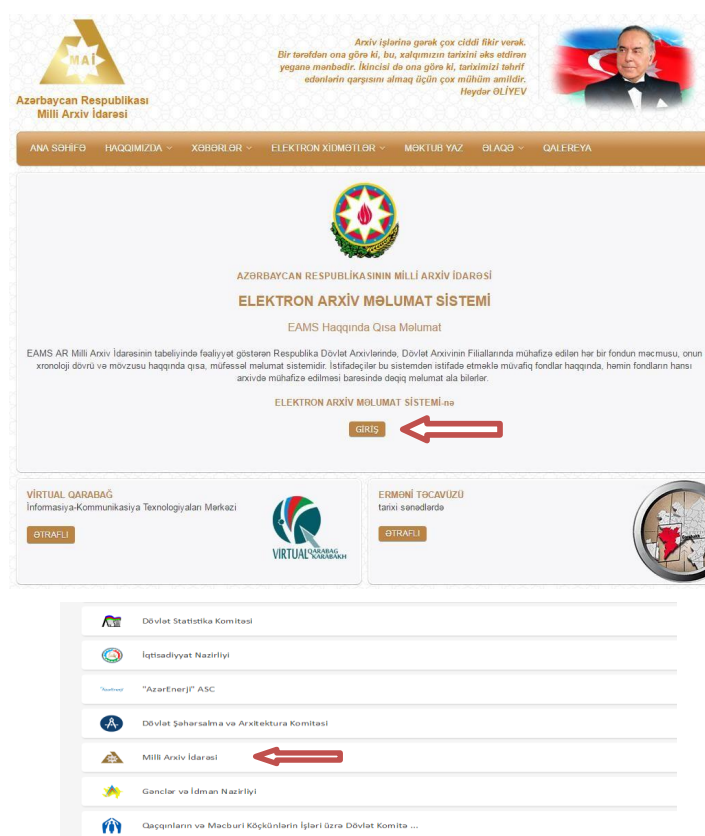
This electronic service provided by the National Archives Administration provides legal and natural persons with information about the composition and content of the National Archives Fund of the Republic of Azerbaijan using the "Electronic Archive Information System" State Information Reserve of the National Archives Administration of the Republic of Azerbaijan. EAMS is an information system about the funds preserved in state archival organizations operating under the authority of the National Archives Department. Here is detailed information about each fund preserved in the state archives. In this chapter of the publication, we consider it appropriate to explain the solution of the issues with concrete schemes (Report, 2022).

First of all, you need to go to milliarxiv.gov.az or e-gov.az, where the service is provided, and select the appropriate section (Report, 2020).



In the window that opens, click on the "Login" button, and also select and click on the name of the service from

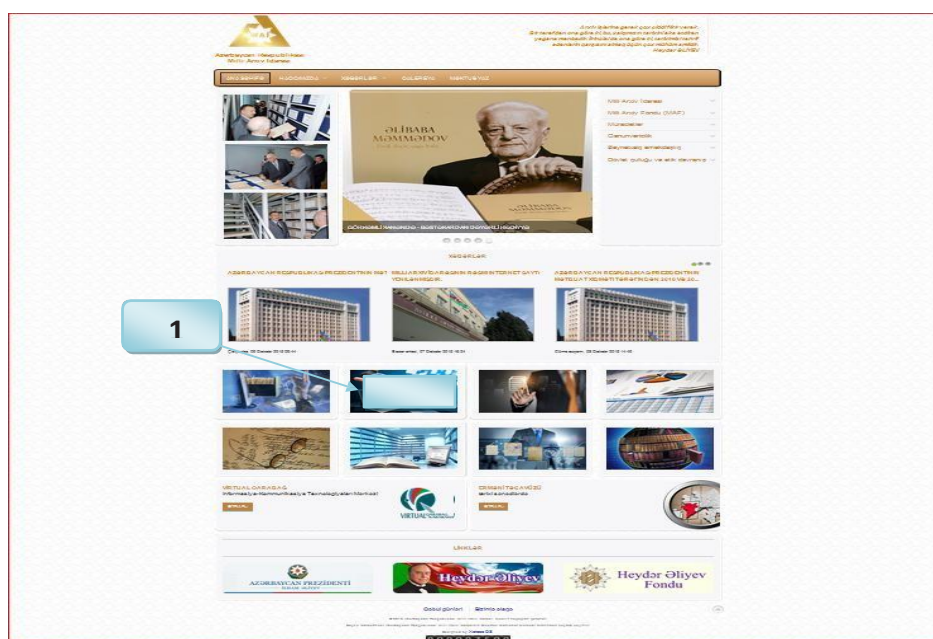
the list of e-services provided by the Administration on the e-gov.az portal (Report, 2021).



You can access the portal by clicking on the "ELECTRONIC SERVICES" banner posted on the official website of the National Archives (milliarxiv.gov.az). In addition, it is possible to use the E-Services provided by the Department by entering the

"ELECTRONIC GOVERNMENT PORTAL". For this, it is necessary to use the methods mentioned below (Safarova, 2015).

The user must enter the Electronic Services section on the milliarxiv.gov.az page.



It should be noted that the main area of our research in the article is the electronic information activity of

the National Archives Department, so the main burden in this area falls on the "Department of Digitization and

Innovations of Archive Work". The digitization and innovation department of archival work is a structural part of the National Archives Department of the Republic of Azerbaijan (Rasulov, & Hasanov, 2019a; 2019b).

In its activities, the Department is guided by the laws of the Republic of Azerbaijan, the decrees and orders of the President of the Republic of Azerbaijan, the decisions and orders of the Cabinet of Ministers of the Republic of Azerbaijan, the Regulations on the National Archives Department of the Republic of Azerbaijan, the orders and orders of the Department and these Regulations. Based on our analysis, we determined the main tasks of the department, which include the following:

- Organizes the transfer of documents of the national archive fund to electronic carriers;
- Organizes the continuous operation of the existing electronic systems of the National Archives Office, performs periodic monitoring of technical equipment, server rooms and organizes the work in this area according to the relevant assessment criteria;
- Takes measures related to the activity of electronic document circulation in the department together with the relevant structural unit (Report, 2023);
- Takes measures together with the relevant structural unit in the field of modernization of archival work by applying ICT, digitization of archival documents, creation and application of electronic services, information systems;
- Ensures updating of information related to the Department's activities in inter-departmental electronic systems;
- Organizes the uninterrupted operation of the electronic services provided by the National Archives Department on the Electronic Government Portal, ensures that information on the execution of requests received through the portal is placed in the system;
- Protection of the integrity of the electronic systems, databases and equipment connected to the network of the National Archives Administration takes preventive measures against information leakage and cyber-attacks together with the relevant structural department (Report, 2022).

Conclusions.

In the article, the history of the creation and development of the information activity of the National Archives Department of the Republic of Azerbaijan was comprehensively analyzed, the issues of completion of the National archive fund and examination of the value of documents were noted with precise facts. The main directions of activity of the National Archives Department of the Republic of Azerbaijan in the field of traditional and electronic information service were also shown.

We consider it appropriate to mention some suggestions and recommendations below:

1. Compilation of bibliographies of archival documents in the National Archives Department of the Republic of Azerbaijan;
2. Preparation and systematization of collective archival documents based on 5-year and 10-year archival materials;
3. To create a single system of assembling the National Archive Funds and to determine the marketing-management directions of the archives;
4. To constantly increase the financial resources allocated to the completion of the National Archive Funds, to attract prominent intellectuals of the library community, science, education and culture figures to this work;
5. To organize the effective use of the National Archive Funds, to create a database and to plan the field service through computers;
6. To cooperate with archival offices of foreign countries in the field of protection of National Archive Funds, their completion and restoration, to participate in the preparation of programs and concepts in this field;
7. To study the advanced work experience applied in this field in foreign countries and the international world and apply it in the archive offices operating in the republic;
8. Increasing attention to the training of highly qualified conservation personnel who manage, form and protect the National Archives Fund (Ismayilov, & Khalafova, 2023a; 2023b).

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