

## NATIONAL SECURITY

### ELECTRONIC DOCUMENT MANAGEMENT SYSTEMS IN STATE GOVERNMENT BODIES

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The Russian Federation's unprovoked military aggression against Ukraine is rapidly bringing drastic changes to all spheres of our country's life. This is especially true of state authorities. The effectiveness of the management of state bodies in the conditions of martial law depends to a large extent on solving the tasks of operational creation of electronic documents, control over their execution, on the organization of preservation, as well as search and use. Electronic document management allows you to significantly increase work efficiency and reduce time spent on solving problems related to the activities of state bodies.

In accordance with Article 9 of the Law of Ukraine "On Electronic Documents and Electronic Document Management", electronic document management is a set of processes of creating, processing, editing, transmitting, receiving, storing, using and destroying electronic documents, which are carried out with the application of integrity checks, and if necessary, with confirmation of receipt of such documents [1].

The system of electronic document circulation is an organizational and technical system that ensures the process of creation, access management and distribution of electronic documents in computer networks, and also provides control over document flows in the organization.

According to the legislation, the system of electronic document circulation must meet the requirements of regulatory acts in the field of information protection. In particular, this concerns the provisions of the Law of Ukraine "On the Protection of Information in Information and Communication Systems" [2] and the Resolution of the Cabinet of Ministers of Ukraine "On Approval of the Rules for Ensuring the Protection of Information in Information, Electronic Communication and Information and Communication Systems" [3].

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Today, Ukraine has introduced electronic document management in state bodies, all regional state administrations are connected to it, and work is underway to implement electronic document management systems for other state bodies of local authorities.

The electronic document management system was implemented in the Administration of the President of Ukraine on February 2, 2015. Today, more than 92 thousand incoming documents are registered in the Office of the President of Ukraine and 527 users work there (428 of them are OPU employees), each of whom undergoes continuous training. The solution allows you to work on one document in parallel and avoid its duplication, which significantly increases the efficiency of execution. At any moment, a civil servant can find a document by number, topic or context, determine the person responsible for its processing and see the statistics of the delay by each employee. Such control of the execution of the document at all stages of its life makes the preparation of documents more predictable and manageable. The system significantly increases the employee's work productivity and allows to work on one document in parallel, avoid its duplication and in the near future to abandon paper.

All work processes in the electronic document management system can be customized, which allows you to take into account the peculiarities of the implementation of any functions. The system provides access to advanced analytics and reporting that allow analyzing business processes and making effective management decisions.

Subjects of electronic document circulation must store electronic documents on electronic data carriers in a form that makes it possible to check their integrity on these carriers. The term of storage of electronic documents on electronic data carriers must not be less than the term established by law for the corresponding documents on paper.

The leading state institution engaged in the storage of electronic documents is the Central State Electronic Archive of Ukraine, created in accordance with the order of the Cabinet of Ministers of Ukraine No. 279 of May 12, 2007 to solve the tasks of permanent storage of documents of the National Archival Fund of Ukraine, namely electronic documents, electronic information resources and providing access to the information of these documents.

Open information is the basis of an effective and transparent decision-making process, as well as a condition for the development of a democratic society. The policy of ensuring access to information and knowledge is aimed at:

- support of institutional capacity building efforts;
- providing access to socially necessary information;

- introduction of a mechanism of free, simplified and free access, including using the Internet, to information contained in state registers, in cases specified by law;
- ensuring the development of public television and radio broadcasting;
- creation and implementation of a unified information system of documentary heritage assets.

As of January 1, 2021, the Central State Electronic Archive of Ukraine contained 33 archival funds, which included 2,252 storage units [4; 5].

Although the advantages of using electronic document management systems in government bodies are obvious, the implementation of such systems is not as fast as desired.

The main problems of the successful implementation and use of electronic document management systems in state bodies are the actual lack of sufficiently effective organizational and legal mechanisms for their implementation, the lack of a general methodology for their use, and the specificity of the work of the state apparatus, which stands in the way of the implementation of standard solutions in this field.

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