ON THE DEFINITION OF THE NOTION «ELECTRONIC RECORDS MANAGEMENT»

The necessity of usage of the term «electronic records management» is argumented, the correlation of this term with adjacent terms is analyzed. The research of the records management automation in the organizations of Ivano-Frankivsk region is realized.

Key words: electronic records management, automated records management, computer records management, electronic documents circulation.

In connection with the computerization of society, declared the laws of Ukraine «On the National Informatization Program» and «On Basic Principles of Information Society in Ukraine in 2007-2015», introduction of electronic records management and records circulation is one of the important challenges of our time, which can not be solved without proper theoretical framework. Formation terminology of electronic records management and electronic records circulation is the basis for the introduction of appropriate practices, which determines the relevance of the study.

In recent years, the topic of electronic records management and document exploring many scientists. So, Y. Kovtanyuk1 justifies the need for a new direction in the isolation of documentation – Electronic Document S. Selchenkova2 classifies automated document management system, G. Perehrest3 analyzes selection criteria when implementing electronic records circulation systems, M. Tsyvin4 describes terminological problems of studying the subject «Electronic records circulation». However, the term «Electronic records management» is not used in any of our sources processed.

The article is a rationale for the introduction of the term «electronic record keeping.»

S. Kovtanyuk stresses that it is in the 1990s, there was a significant increase in interest in automating records management processes, due, in his view, the introduction of personal computers in the work of organizations, institutions and enterprises of different ownership and, on the other hand, yield Ukraine from the USSR, which led in particular to create its own regulatory framework, including in the field of information and automation of records management process.

If we consider the evolution of the term «Electronic records management», since the 1990s, we can assume that it is closely correlated with the term «Computer records management», which previously posluhovuvalysya scientists. The latter was used in scientific studies A. L. Mankovskoho5, O. M. Zahoretskoi6. It should be noted that even today the term is used, for example, Russian authors E. S Gromov, M. V. Bakanov, I. A. Pecherskyh7. It is therefore necessary, in our view, to determine the differences between the terms «computer», «automatic» and «Electronic records management».
As we processed sources not found the definition of «Computer records management» as examine the conditions under which the term was used and the context in which it was used. First of all, in the 90 years of the twentieth century. in Ukraine there was no law or other normative documents regulating the processes automation. In addition, while, especially in the early 90's, in fact there was a shift from documents produced on a typewriter, documents produced using computer technology. The use of electronic records circulation and electronic digital signature legislation was first settled only in 2003 relevant laws. Therefore, in this context, it can be argued that computer records management involved working with documents in electronic form. Use of the term «electronic record» to determine the electronic digital signature one of the main tools to ensure integrity and authenticity of electronic records in 2003 often was the purpose of identifying a document in electronic form. However, it should be noted that the electronic signature used by the National Bank of Ukraine in 1994 due to the introduction of electronic inter-bank accounts, despite the lack of legislative regulation.

Thus, the term «computer records management», which was used in the 90 years of the twentieth century. Envisaged use of computer technology in the process of documentation and organization of the documents, however, in the absence of regulation EDS meant in practice the use of electronic documents form and electronic registration and control cards to traditional documents.

Along with the term «computer electronic records management» is often used term «automated records management» electronic encyclopedia Wikipedia defines it as «records management using software that automates accounting, control and other operations.» 8 Researchers S. Selchenkova and G. Perekhrest emphasized that office automation is to automate accounting (registration) of incoming, outgoing and internal documents, monitoring their performance, as well as storage in databases of semantic documents.

Thus, the term «automated records management» is largely identical to the term «computer records management» It provides an automated work with traditional instruments and documents in electronic form. As automated, computer and office work involves the use of computer hardware and software applications to automate transactions and record keeping of the documents in electronic form. However, these concepts are considered synonymous not necessary, because the automated records management allows the use not only of computer and other office equipment and in records management processes, including scanners, printers, etc., without which change media document.

With the adoption of the Law of Ukraine «On electronic records and electronic records circulation» dated May 22, 2003 to the vocabulary records management areas involved legal definition of the term «electronic records». The adoption of this and a number of other laws in this area («On electronic digital signature» from 22.05.2012, «On the Fundamentals of Information Society in Ukraine in 2007-2015» from 09.01.2007) was of great importance for the normalization of term records management areas in the context of automation and to improve workflow and case management in general. However, the legal
definition of «electronic record» and introduced some confusion since gone beyond the traditional understanding of the document as the movement of documents in the organization by providing a set of processes of creation, processing, sending, transmission, receipt, storage, use and disposal of electronic records. If ISO 2732-2004 «Records management and Information Science. Terms and definitions «records management defines as» a set of processes that provide management information to document and organize work with official records», the main components of case management can determine the creation of official records and workflow, as well as the use and storage of official records and in their formation case, ie, the same processes in the law «On electronic records and electronic records circulation» called the electronic record. This means appropriate in this case would be the use of the term «Electronic records management» because it includes all of the records management process, and the adjective «electronic» defines the format of data carrier.

So, in 2003 there have been fundamental changes in terminology of electronic records management and workflow, which consisted of the following:

1) widely used to this day the term «Computer records management» almost lost its relevance as the use of limited hardware exclusively with computers and did not include gradation of what constitutes the level of automation of records management processes.

2) The term «Automated records management» began to be used in the context of traditional automated documents as well as documents in electronic form that has been identified as a lower level of automation of records management processes, rather than «electronic record».

3) was commonly used term «Electronic records circulation» because it was and remains one of the terms defined by law. This term is used in the sense of using electronic records, ie documents signed by electronic (digital) signature as one of the essential details of the electronic record, which gives it validity.

4) The term «Electronic records management», which should mark the process of creating electronic records and automated work with them did not come relevance, because the function of the term «electronic records».

Timing use of these terms can be schematically represented as follows (Fig. 1).
For comparison, the concepts of «Computer records management», «Automated records management», «Electronic records» and «Electronic records management» key parameters can be determined, in our opinion, the most active period of use in scientific vocabulary availability legally regulated definition, the use of electronic documents and documents in electronic form. Compare these concepts on these criteria shown in Table 1.

Table 1. Comparison concepts

<table>
<thead>
<tr>
<th>Concept</th>
<th>Period of use</th>
<th>Availability definition</th>
<th>Using the documents electronically</th>
<th>Using an electronic records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer records management</td>
<td>1990–2000</td>
<td>–</td>
<td>+</td>
<td>–</td>
</tr>
<tr>
<td>Automated records management</td>
<td>2000 – today</td>
<td>–</td>
<td>+</td>
<td>–</td>
</tr>
<tr>
<td>Electronic records circulation</td>
<td>2003 – to date</td>
<td>+</td>
<td>–</td>
<td>+</td>
</tr>
<tr>
<td>Electronic records management</td>
<td>Prospective use</td>
<td>–</td>
<td>+</td>
<td>+</td>
</tr>
</tbody>
</table>

Thus, electronic records management provides for the use of records management processes documents as documents in electronic form, as opposed to electronic records. Although the use of electronic records is now not only a contemporary but also legislative provisions speak of complete automation of records management processes in organizations and the rejection of documents in electronic form yet impractical. Model of records management processes today is still a hybrid paperwork that use paper documents, registration and control cards to their documents electronically, and electronic records. Evidence of this can be studies in Ivano-Frankivsk region on the state of automation in organizations. It was made of questioning 50 organizations from different sectors of economic activity and different ownership. Distribution of organizations by field of economic activity in Figure 2.
In the automation of record keeping processes advisable divided into 3 levels:
- Automation of documentation;
- Automation of the documents (registration, monitoring of documents, etc.);
- The introduction of electronic case management as the highest level of automation of records management processes.

The results of the survey show that 100% of respondents perform automated documentation regarding typing and other details of the document formatting and print.

Data for the automation of the documents in the surveyed organizations in Figure 3. Some organizations use manual registration documents, and the highest percentage of up to automatic registration documents, but without the use of automated records management and electronic document and records management systems (hereinafter – ARM&EDRMS).
Electronic records, ie documents with a electronic digital signature, using 9 of 50 surveyed organizations. However, talking about the introduction of electronic records management in these organizations can not be used as electronic occasionally only for certain types of documents, including banking documents and accounting records to the tax authorities.

The results of questioning reaffirm the need for updating the term «Electronic records management», which would reflect the current state of automation of records management processes in organizations and envisaging the use of electronic records and documents in electronic form. In addition, the term «Electronic records management» is logical, in our opinion, from the standpoint of the transfer process, which includes traditional office work on electronic records and documents in electronic form.

In this context propose that electronic records management as automated records management with modern Documentation systems, which requires documents on electronic media and automated work with them. However, documents on electronic media is integrated term that includes electronic records and documents in electronic form.

Given the fact that the scope of electronic records and records management is a relatively new but promising area of knowledge, it would be a law «On Electronic records management» or supplement the draft law «On Records management» the section, which would regulate not only terminological problems but also would define legal standards concerning the implementation of electronic records management as a major step information society.

У статті обґрунтовано доцільність вживання терміну «електронне діловодство», проаналізовано взаємозв’язок цього поняття з суміжними термінами. Проведено дослідження в Івано-Франківській області щодо стану автоматизації діловодства в організаціях.

Ключові слова: електронне діловодство, автоматизоване діловодство, комп’ютерне діловодство, електронний документообіг.

В статье обоснована необходимость использования термина «электронное делопроизводство», проанализирована взаимосвязь этого понятия со смежными терминами. Проведены исследования в Ивано-Франковской области относительно состояния автоматизации делопроизводства в организациях.

Ключевые слова: электронное делопроизводство, автоматизированное делопроизводство, компьютерное делопроизводство, электронный документооборот.