

STANDARD INSTRUCTION ON RECORDS MANAGEMENT AS A MAIN REGULATORY DOCUMENT IN MANAGEMENT

To improve my skills in English, I decided to write a scientific work on my specialty. For better understanding of this work I have got acquainted with "Overview of existing approaches used in English learning" [1]. To write the work "Standard instruction on records management as a main regulatory document in management" Standard instruction on records management in ministries, other cabinet agencies, the Council of Ministers in Autonomous Republic of Crimea, local government (hereinafter – Standard instruction) has been taken as the basis.

Record keeping processes must be developed and performed in accordance with the regulatory framework of current legal, regulatory and methodic materials that are essential for the effective performance document support in management [3].

One of the most important documents that influence the effectiveness at the institution is Standard instruction. It states:

- terms of organization record keeping;
- requirements for documenting management information and organization of work with documents in institutions regardless of the method of recording and reproduction of the information contained in the documents, including their preparation, registration, accounting and control over performance;
- general provisions on the operation of structural divisions of the office in the central executive authorities, the Council of Ministers of the Autonomous Republic of Crimea, local executive authorities, the requirements for documentation of management information and organization of work with documents in institutions regardless of the method of fixation and reproduction of the information contained in the documents including their preparation, registration, accounting and monitoring of performance;
- procedure of electronic circulation of documents using digital signature, work with e-documents and documenting of management activities in electronic form, performing clerical work in respect of the documents, that contain sensitive information;
- heads bear responsibility for organization of recordkeeping;
- organization of recordkeeping in institutions rely on their structured units (departments, offices, departments, sectors) of recordkeeping (document support), general departments, offices;
- organization of recordkeeping in structured units of institutions rely on a person named on the post [2].

Based on Standard instruction each institution and local authorities in Ukraine have to develop an individual instructions in recordkeeping that approved by the state archival institutions.

Thus, the provisions of Standard instruction are mandatory for all central and local executive authorities of the Autonomous Republic of Crimea, as well as for enterprises, institutions and organizations belonging to the jurisdiction of these authorities, which, in turn, it is not exclusive of the use standard instruction by all other entities regardless of their subordination and ownership.

References

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CORPORATE CULTURE AS A FACTOR OF COMPANY'S EFFICIENCY

One of the aspects that lead to the overall success of a company today is the concept of a corporate culture within the organization. It is an effective tool that helps unite all the segments of a company into one to achieve a common goal, encourage initiative, to ensure loyalty and understanding among employees.

Corporate culture is one of the most effective means of attracting and motivating employees. Once a person meets his/her needs, roughly speaking, purely physical, he or she starts experiencing the strong need in meeting the other side of the coin: the social position, direct working environment, the brand of a company, involvement in a new project, the ability to fulfilment, recognition and achievements of others, the challenging activities that encourage somewhat of a stimuli for employees.

Corporate culture differentiates the companies by themselves and determines the success of the operation and survival of the organization. Each organization