

Section: Engineering Sciences

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**SCIENTIFIC AND METHODOLOGICAL PRINCIPLES OF
APPLICATION OF THE SYSTEM APPROACH IN RESEARCH OF
INFORMATION OPERATION IN THE RECORDS MANAGEMENT**

Nowadays, documents are used in various fields of human activity of knowledge, spheres of life, as well as the object of different scientific disciplines. The document contains information which can be passed to someone who will meet him, study it, read it or otherwise "to consume information". It needs exactly for to save certain knowledge in time and pass it into space. It requires developing common approaches to creating and processing array of documents to ensure the maximum effectiveness of acceptance and execution managerial decisions.

Modern science is inclined to think that for a quick search and processing of large arrays of documents it is necessary to use a system approach. According to V.I. Mukhin, the system approach is the study of the object as a system in which all the elements, internal and external connections, which essentially influence its functioning, are selected, and the goals of each element are determined based on the general purpose of the object [1, p. 60]. Leading domestic researcher S.G. Kuleshov considers a system approach as a methodological one, in which the object acts as a system [2, p. 63, 84 – 90]. He considers the main component and object of the system to be a document. In the study of the concept "system", a specialist in the field of information management A.L. Gaponenko believes that this is a complex of interconnected

elements, which, due to their unity, have new characteristics and such features and each system acts as an "element of the system we have a higher order, and any element of the system as a system more lower order "[3, p. 107–128, 134, 161, 284.]. It helps to determine the location of each element of the system and its main characteristics, it allows to construct a more complex object research scheme.

It can be argued that the system approach can be successfully applied not only in the study and study of document circulation as systems but also can study the set of documents, streams of documentation management, consider information processes as a system object. It is the system approach in document science helps to determine the location of each element of the system, its main characteristics, to deeply consider and study the features of these elements and to construct a more complex scheme of research of the object of the system. If we consider the totality of information processes as a subsystem, it is logical to consider it an integral part of the whole system of document circulation, which, in turn, determines the properties of this subsystem.

It is known that under "information processes" is understood to consist of a consistent change in the state and/or representation of information because of the execution of the permitted actions. Typically, such actions include creating, collecting, storing, processing, displaying, transmitting, distributing, using, protection, destruction of information. With the help of certain methods, data is transformed from one type to another, reflecting the essence of the information process. They also occur when transmitting information from source to receiver using a transmission channel. The source of information in document science the documents themselves and methods of their processing act. Transmission channels can be any matter or field. To transmit information for considerable distances, modern technical achievements are used.

Receivers (consumers) of information in the document management system are primarily people, and then all sorts of technical devices. Based on the

definition of information [4, p. 72–88] in the law, it can be argued that in document circulation it is an encapsulation of documents and methods of their processing.

To manage information processes and process documentation it is necessary systemness. In our opinion, it is possible to make significant help in solving these problems obtaining a system approach to the analysis of information processes, which would be as follows: consider the subsystem of information processes in the document circulation as a whole, while the global objective of this subsystem is to meet information needs; the hierarchy of construction, where information processes on the top are provided to provide information to the person, and at the lower level – providing information to software and hardware devices; analyze the elements of the system and their interrelations within the framework of a specific organizational structure, which allows to explore the individual elements of the system, but also to understand how the properties of the whole set of elements affect the process of functioning of the whole system; allows you to use a plurality of different models to describe the system and its components; and, finally, really make sure that the object under study has all the features of the system.

References

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