



## THE IMPORTANCE OF USING ARCHIVE FUNDS DOCUMENTS IN RESEARCH WORKS

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### Abstract:

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This article talks about the importance of using documents from archival funds in research, the organizational methods of the educational process in the field of archival studies at the faculty of history, independent work of students in the educational process, and the nature and characteristics of archival specialist training, as well as methodological work in the field of archival studies. is conducted.

**Keywords:** Research, archive, fund, document, history, process, character.

**INTRODUCTION.** Rules for the use of archives and the use of archival documents in classrooms of state archives of the Republic of Uzbekistan.

According to the Law of the Republic of Uzbekistan "On Archive Work" and the Regulation on the National Archive Fund of the Republic of Uzbekistan, documents stored in state archives and their branches are given to all legal entities and individuals for use.

Citizens of the Republic of Uzbekistan and stateless persons living in the territory of Uzbekistan who are conducting scientific work or performing a service assignment in accordance with the plans of scientific research institutions shall submit letters from the organizations that sent them. Users conducting research on their own initiative are assigned to classrooms based on their personal applications[1].

Foreign users are admitted to the classrooms of state archives with the permission of the Ministry of Foreign Affairs of the Republic of Uzbekistan, based on the bilateral scientific and cultural cooperation agreement, depending on the extent to which citizens of the Republic of Uzbekistan have access to the relevant state archives.

The approval of the Ministry of Foreign Affairs of the Republic of Uzbekistan is formalized through the permanent representative office of its country in the Republic of Uzbekistan or the republican organization that officially accepts the user.

All users have equal rights to use archive documents. There is no charge for attending classrooms and using archive documents.

by non-state legal entities and private owners, is carried out only after the permission of the owner of the property is given.

**ANALYSIS AND RESULTS.** The use of MAF documents of the Republic of Uzbekistan, which have state or commercial secrets, is carried out according to the procedure established on the basis of the

legislation of the Republic of Uzbekistan. Persons under the age of 16, who have been found by the court to be incapable of legal capacity, are not allowed to work with the documents[2].

Refusal or postponement of submissions and documents must be justified and allowed in the following cases :

a) when collections and documents are physically in unsatisfactory condition;

b) in accordance with the laws of the republic or when restricting the use of documents during the transfer of documents of the founder of the fund to permanent storage;

v) when it is necessary to perform service tasks (reference work, thematic processing of funds, repair, preparation of information materials, scientific and technical processing, etc.) .

Collections (documents) that have not been scientifically and technically processed will not be given to the classroom.

On June 29, 2001, the "Rules of work of users in the study rooms of the state archives of the Republic of Uzbekistan" was approved, and it is applicable to users in the study rooms of the state archives of the Republic of Uzbekistan (entrance halls, rooms for listening to phono (sound) documents, etc.) work with documents, registration of researchers to work in classrooms, determines the order of their rights and obligations.

The working order of archive employees, tasks in the field of providing services to users, their responsibility are determined by the laws of the Republic of Uzbekistan and normative documents on archive work approved by the "Ozarxiv" agency under the Cabinet of Ministers of the Republic of Uzbekistan[3].

Today, various researchers, students are preparing various materials for their graduate work, and press service employees are preparing scientific



and popular articles from personal fund documents stored in the archival fund. This gives an opportunity to research the scientific paths of scientists and scientists who have contributed to the development of science in our republic. In order to develop this direction in the archive, the main direction of the archive is the city of Tashkent and Tashkent. the scientific organizations operating in the region were addressed with an official letter and asked for practical help in accepting the personal documents of famous scientists operating in the organization into the archive.

One of the main plans of the archive in the future is to develop scientific-research works and to develop various scientific and methodological recommendations to other archival institutions in our Republic, to organizations that are the source of the archive's collection[4].

Use of archival documents in archives, organization of scientific reference apparatus, system of MAF documents of the Republic of Uzbekistan, system of scientific reference apparatus, creation of scientific reference apparatus (IMA) for archival documents is an important component of scientific information activity of state archives. In order to quickly find the documents in the state archives, they are studied and analyzed, and the information about the structure, content, address of the documents is brought into a short, generalized form. Such information about documents is written on sheets (cards) and included in references. In addition, "Archive work" announced in 2010 was organized. In addition to state archive funds, this catalog also provides information on funds in departmental archives. The IMA system composed of UzRMAF documents is distinguished by its interdependence and unity. The most general reference for all archival documents of the republic is the catalog of republican funds. The general reference for archival documents at the regional level is the state catalog and catalog of funds of the regional archival department[5].

With the help of these references, the historian and researcher can find out which archives have documents related to this or that topic. After that, go to the necessary state archives and study the road map of that archive or a brief reference of archival funds, a list of funds and a leaflet; From these references, it is determined in which archives the necessary documents for the researcher are located. Getting acquainted with the lists of collections of archival funds allows you to determine which collections contain the necessary documents. The

necessary collections are taken from the archive, and the necessary documents for the researcher are found and copied from them. Determining the documents of all funds related to a topic using the systematic catalogs of the state archive organized by topics . choosing the necessary documents and studying them from the archive. research becomes possible. Thus, each of the references included in the IMA system is unique[6]. At the same time, they are interdependent and complement each other, providing necessary information about the documents of the MAF of the Republic of Uzbekistan. Archive list Archive list (opis) is an account document and at the same time a reference to the content of the documents. In this case, the title and date of 105 collections of the archive fund. information about the number and list of pages, their composition and content is given. Lists are compiled in departments and archives of organizations. Lists will be improved in the state archives. The method of organizing the list The list consists of two parts - the auxiliary data compiled from the list of aggregates. The main part of the list is the collection list, which contains the following information elements: order number, number of the collection in the department, title of the collection, start and end date of the collection, number of sheets and comment[7]. The structure (structure) of the list is the same as the structure of the office that organized the fund. In the list, collections are placed and written by year, by office structure, by departments . A separate list is made for collections that are kept permanently. If there are many collections, a new list will be created after the collection numbers of the lists reach four digits. Each list starts with a number. The following documents are listed separately; 1 . Materials related to the personnel and employees of the office[8]. 2. Documents stored temporarily. 3. References, such as brochures, to fund materials. Lists of documents permanently stored in offices can be made in two ways: 4. Each department of the office makes a separate list of documents for one year. Such lists from all departments are compiled in the registry office and a general list of all departments with documents for a year is compiled. In this manner, materials are added to the general list year by year and a general list is compiled. 5. The department of the office makes a separate list of documents for all years . Then, a general list is drawn up year by year in the above order. The list of collection accounts is prepared in 4 copies. After this list is approved by the ETK of the state archive, the archive fund of the organization is accepted into the state archive, and in addition to it, 3



copies of the list are submitted, which are carefully stored in the account department as an account document, the other copies are used in the study room of the state archive . The way to make a list is to describe the collection. The main part of the list. as shown above, the collection is the title of the folder. Each collection is described before listing. In this process, special attention is paid to creating a title. The statement of the meeting is carried out in the course of work in the office. When describing the collection, the following information is written on the cover: 1. Name of the office 2. Name of the department of the office 3. Index of the collection according to the list 4. Title 5. Date (starting and ending dates of the collection) . 6. Number of sheets 7. Storage period 8. Archive password By writing the name of the office on the cover of the collection, it is determined which fund the collection belongs to. The listing of the index of the collection by departmental nomenclature facilitates the organization of the collections and shows the extent to which the departmental archive is maintained. The main part of the presentation of the collection is the title. The title summarizes the content of the document in the collection. The title consists of the following parts; 1) type or type of document; 2) the author; 3) correspondent (office where the letter was written); 4) topic; 5) address; 6) years and other information[9]. The most important thing in the title is the topic covered in the document. That's why this part should be written clearly. When describing a compilation consisting of many documents, the title summarizes the content of the compilation and the content of the documents in it. "Materials" in such cases. Similar names such as "Ish", "Yozishma" are used. The word "materials" is used when a collection is of different types of documents and relates to one or more issues and there is no interrelationship between them. The word "case" is used when the collected documents are diverse and relate to the same issue. In most cases, collections consist of one type of document[10]. For example, commands. decisions, plans, reports, instructions, etc. 108 If the collection consists of orders, minutes of meetings, their sequence numbers, date, original copy or copy shall be indicated. Among the documents of the collection are documents related to famous people or important historical events, photographs. map, pamphlet. leaflet and other such can be met. A brief statement (annotation) is prepared for these documents. A brief summary of the document is written. It is written on the cover of the collection after the title. After that, the date of

collection and the number of pages are written on the cover. storage period (permanent or 5 years, 10 years, etc.) and archive code (name of archive, fund number, list number, collection number) are written. Creating a List of Collections Collections are listed after they have been described and covered. When creating a list, all the information needed for it is taken from the cover of the book. The collections described are grouped by year and by department within the year and are listed in that order. At the end of the list is a closing entry. It shows how many collections are included in the list. Volumes written with letters (2a, 5v. 5a, 5b, etc.) and omitted numbers are also recorded. An auxiliary reference apparatus is usually made to the list. This listing consists of a home page, an introduction, indexes, a list of acronyms, and more. The name of the state archive on the first 109 pages. fund name. fund number, list number, list name, date of materials included in the list, number of list sheets are written. The main page provides general information about the set of documents included in the list. Thus, the archive list of fund collections. is an accounting document and archival reference that provides important information about documents . Categorize information about documents[11]. Catalogs Categorization (classification) of information about documents is a method of determining the logical connection between the contents, objects, and subjects of documents, organizing and quickly finding information in documents. To create catalogs for categorizing information about documents. aimed at organizing a mechanized and automated search method of information . A type of catalog-archival references. In it, information about documents (written on leaflets), topics are grouped by categories. Catalogs to one fund, to all funds of the archive, to several archives. it may even be included in the national archive fund of the republic. The catalog is an inter-fund, inter-archive reference. It has an important place among archival references . Catalogs allow to get complete information about several funds of one archive, as well as about the structure and content of documents stored in several archives[12]. In archives, catalogs are an integral part of the archive IMA. Cataloging of archival documents Cataloging of documents is carried out in every state archive. Cataloging of archival documents is all the work done in the process of creating catalogs. i.e. 110 creating catalogs, developing charts (schemes), finding, selecting, and describing documents. also the work of determining the types of catalogs and the methods of their creation is envisaged. Directories have a unique structure.



Network. Information about documents grouped by issue, topic, issue, surnames, dates make up sections, divisions, topics and other sections in the catalog. The structure of the catalogs is determined by the comments of the information series about the documents. A description of the classification of information about documents is a written or graphical document. This review is a list of category sections of the catalog, arranged with a certain logic and designed to place information obtained from documents according to these sections. Through this review, documents are studied, presented on cards, grouped and placed in a catalog. A category overview of the catalog is created before finding and describing documents. Comment sections are defined and determined with the participation of reference compilers and experts[13]. The more complete, perfect, and in-depth the category review is, the more clearly the contents of the documents will be revealed. Information about documents is written and placed on sheets in the catalog. The information presented in the leaflets includes information related to some documents, one collection or a group of collections similar to each other. Thus, the information in the catalog pages differs from the information in the list of collections. It is known that the list contains information about one collection ajild. This is the advantage of the catalog over the list. The main part of the directory is the ruki-header part. This part contains information about the name of the specific issue, the surname of the person, and the date of the 111 document. The address of this document will also be written on the catalog sheet. If the researcher is interested in this issue or surname, he can quickly find and use the archive by writing down the address of the conditional symbol (code) of the document. Types of directories Archive directories are divided into two according to the structure rules: logical and alphabetical directories. The first type of catalogs contain information about archive documents in a logical, interconnected manner. In the second type, the information about the documents is not interconnected, that is, it is located alphabetically. Catalogs in a logical structure include catalogs organized on a systematic, periodic and subject basis. Alphabetical directories include names, geographic names, and other directories. Directories in a logical structure Systematic directory. In this case, information about documents is grouped by fields of knowledge or fields of practical activity of society. It is then placed in series in a logically connected manner. A systematic catalog is created on the basis of the

interdependence and relationship of general and individual nodes. For example, the general concept of "Religion" includes the following concepts: "Islam", "Christianity", "Hinduism", "Luadism", "Buddhism". In turn, "Islam" is a general concept and is divided into certain concepts. This division continues according to the principle of "high to simple", "general to individual". Of all the category frameworks, the system directory frameworks are the most complex. Now, in the libraries and archives of the whole world, as well as in the Republic of Uzbekistan, "Universal Decimal Series (Classification)" is widely used for systematic catalogs. On the basis of this category, the category category for systematic catalogs of state archives was developed. The essence of the "universal decimal system" is that a group of connected objects subject to one general concept is considered as one[14]. General concepts are divided into several subheadings. According to this system, all information in the archive is divided into 10 classes (from 1 to 9, 0-general). They, in turn, are divided into hundredths, thousandths and other small pieces. "The main sections of the Universal Decimal series are as follows: 0. General section 1. Philosophy 2. Religion 3. Social sciences 4. Philology. Linguistics 5. Mathematics. Natural sciences 6. Practical knowledge. Medicine. Technique 7. Art. Photography. Spectacle 8. Literature. Literary studies 9. 0 'lka studies. Geography. Biographies. History. Although the "Universal Decimal Series" is designed for library books, it can also be used for filing and categorizing archival materials. Catalogs by subject. Systematic catalogs in state archives began to spread widely in the 60s. Until then, the archives mainly compiled catalogs by topic. Even now local state archives - city, district. Since it is not possible to create systematic catalogs in the regional archives and their branches, catalogs on the subject are one of the main references. In such catalogs, the topic is further divided into sub-topics. They, in turn, are further divided into small pieces. For example. The catalog of the national liberation movement in the General Governorate of Turkestan has the following topics: Polatkhan Uprising of 1876, Andijan Uprising of 1898. People's uprising in 1916, etc. Each of these is further divided into smaller pieces. Periodic catalog. Such a catalog series is divided into parts such as eras, centuries, years.

Directory of names. In the directory of names, sections consist of surnames. Within the departments, the divisions illuminate one or another aspect of the activity of this or that person. For example, Faizulla Khojaev: state activity: party activity; scientific



activities: books; brochures; articles; lectures; letters; articles about him. In sections, surnames are arranged alphabetically. Divisions and sub-divisions are placed systematically, logically one after the other, not alphabetically.

Geographical directory. The category of this catalog is geographical and topographical names in alphabetical order: regions, cities, districts. consists of villages, rivers, lakes, reservoirs, etc. The names of provinces, cities, districts are considered sections and are arranged alphabetically. For example, the city of Tashkent is divided into the following sections: history, number and composition of the population, higher educational institutions, colleges, schools, industrial enterprises, etc. It is now systematic in all major state archives. there are names, geographical directories[15]. These references allow the researcher to quickly find and use the necessary archival documents on the topic he is working on. Method of selection of documents for cataloging and presentation of information In the system of catalogs in archives, all information in their funds should be reflected. In the cataloging of funds, first of all important and frequently used funds are selected. For example, funds of state authorities and administrative bodies, documents of offices and organizations in the field of economy, culture are among important funds. A list of funds to be cataloged in state archives is compiled and planned. Fund materials selected for cataloging are studied and necessary collections are selected. Go through the lists first. departments covering the main activities of the organization are selected. Collections are not received by departments of auxiliary, economic sectors of the organization. After the collection volumes are selected, they are carefully read. will be studied[16]. The most important information and facts from the documents. events, events are summarized and described in the leaflet. Different methods are used depending on the importance of the information in the documents. A document on a sheet. A single volume or a group of volumes can be specified. For example, each of the decisions of the Turkestan ASSR CIS is described separately. Most of the documents of important archival funds are valuable, important documents. Each of these documents is described separately.

**CONCLUSION.** Cataloging of funds of small offices is not based on documents. rather, collections are described by grouped collections. Thus, catalogs are an important source of information in the IMA structure of the archive. They are historians. helps

researchers quickly find the necessary documents from the archive on the topic they are working on. Reviews of archive documents. Archive reviews are references that contain organized information about the structure and content of certain sets of documents. Reviews are made in order to inform interested organizations and the scientific community about these documents in order to expand the use of archival documents . Reviews are usually of two types: reviews of archival holdings and reviews of topics. Reviews of funds - this review is an archival reference that provides sequential and detailed information about the content and content of documents of one fund, their important topics and issues. Comments on the topic are archival references that provide information about the content and content of documents stored in several funds on the same topic . Reviews are compiled into archival documents of important scientific and practical value, distinguished from others by their relevance.

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