AUTOMATED INFORMATION SYSTEM IN PROVIDING ARCHIVAL REFERENCE

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Abstract—This article discusses the current issues of authenticity and reliability of archival information issued by archival institutions, as well as the application for the purpose of modern methods of encoding information and integrated information systems.

Index Terms—Archive, electron signature, electron document, information-communication technology, special registration number, server, scanner.

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1 INTRODUCTION

Every year almost 350 thousand archival references are given to citizens by republican archival organizations.

Most of these references (more 90 %) are social-legal references and they are usually used as legal foundation in the issues in protecting, basing or erecting social rights of citizens.

Providing archival references by archival institutions still is continuing in traditional way, in other words, archival references are given to citizens' hand or are sent by postal mail.

Last decades, interactive state service is being put in practice in the activity of organizations in the Republic of Uzbekistan, in particular in the field of archive widely, request in electron forms from the requests by people is being increased and they are causing to make some comforts for people such as to decrease performing date of requests, in particular, they are playing main role to develop information culture of our society, but, in the final step in working with requests, in other words, in sending archival references to individuals, traditional method is being kept.

2 METHODOLOGY

The following objective and subjective reasons can be shown:

Objective reasons. In spite of that main standards about electron signatures and juridical power of electron document were established according to laws of the Republic of Uzbekistan, "Electron signature" (7th article) and "Exchange of electron document" (7th article), other standards still has not been established for using these legal norms in practice successfully.

Subjective reasons. There are inertia of conservative viewpoints and approaches in working with documents which made in traditional way as well as there is distinguish between informatization of society and development of information-communication technologies.

The most requests in using archival references are believed that there is juridical power in these documents or not.   For instance, legalized pension organizations of the Republic of Uzbekistan and Russian Federation still accept original version in paper of archival references which made bases on official request of citizen, in spite of this document formalized as electron version and electron document.

There is a practice that Social Security of institutions of some states address to "Uzarchive" agency to reconfirm archival references which given by state archives. This practice works in social security of institutions in our Republic, too. For instance, first of all, individual address any organization of pension foundation for legalizing pension. Bases on recommendation given from those institutions, individual accept reference about length of work and quantity of monthly salary from archives. Monthly salary usually is taken for working period of the last decades. After these references are taken from an archive, an organization which legalize a pension check its fair, in other words, reference is given by showed archive or not as well as information in a reference is compared with information in archival documents. If this analyzing process finishes with success, then pension legalizes bases on norms of established rules.

Of course, this comparing process plays a great role to supply with a fair of archival references. Moreover, this process cause anxiety of people, prolong of legalizing pension, furthermore, increasing repeated research concerning given archival references in archives.

For these reasons, conception of Automated information system in providing archival reference (AISPAR) is made together with local specialists.

Working process of this system is following:

Citizen addresses an archive and specialist finds required archival documents, after that electron version of this document is done and it is put to special electron resource.

Electron resource consists of two segments:

1st segment: resource of electron copies of archival documents;

2nd segment: electron resource of archival references which done bases on archival documents.

3 ANALYSIS

Electron resource is put server which has special infrastructure and information security and only specialists of archives and organization which legalize pension can use it by special identification and authentication method (Fig. 1.).

In this server, a complex for doing references in single

programmatic surroundings is put together with electron base. This complex has special character, one of the benefits is that specialists who work with archival references in all state archives in the Republic can use from its programmatic guarantee at all and they can make archival references.
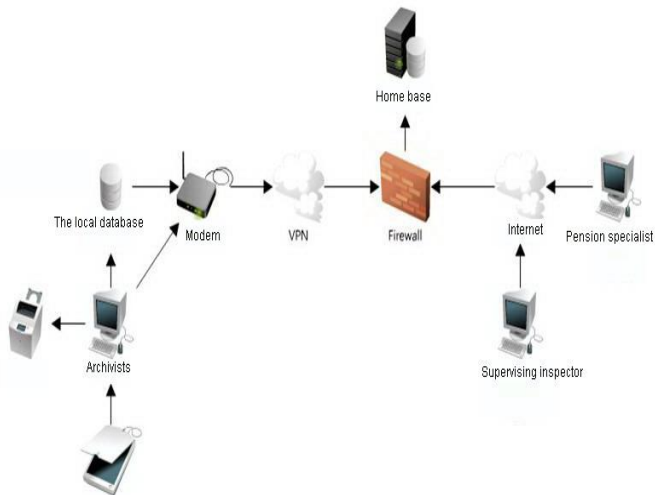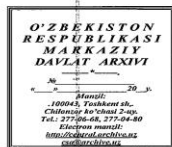

Fig. 1. Technical structure of AISPAR

Archival references are automatically given systematic and encoding order numbers. Bases on this order numbers, we can know from what place and what archive this reference is given.

	I	II	III	IV
For instance: № D	245	003	00765473	569

Here every symbol has its meaning:
D- State archive
I Register – number of general register of State archive;

II Register – private code of an archive which does archival reference;

III Register – general number of archival reference;

IV Register – number of archival reference in an archive.

Archival reference which is given by archival institution will be the following form (Fig. 2.):

One of the benefits of the archival reference which is given bases on special system is that there is special QR-code below, on the right of every reference.

QR (Quick response) is code system of modern information, and nowadays, it uses to do identification of goods and products, as well as it covers primary information about their producers.

Fig. 2. New form of archival reference. (Special QR-code is showed below, on the right).

After putting archival reference which done in single programmatic surroundings to electron base, archival specialist loads it to his computer and print out it in established form. Then, this archival reference is signed by a head of an archive and archival specialist who does it and it is mentioned in a journal.

After coming archival reference of individual to an organization which legalize a pension, specialist of this organization take permission to use programmatic complex of the system by his special enter procedure. After that, order number of given archival reference is entered to search system of programmatic complex, then a copy of archival reference in the 2nd segment and electron copies of supporting archival documents is provided to this specialist. After that, a specialist can check an integrity of given archival reference and can compare information in reference with information in archival documents as well as he can give a conclusion about this issue. The main characters of this system:

- Making archival references by legalized archives in single programmatic surroundings;

- Doing electron copies of archival documents which cause to make archival reference in the same time (making electron copies in established form in special scan machines) and entering supporting documents to special databases;

- Enumerating archival reference special registration number for doing identification quickly;

- Introducing modern code system and technology for archival reference for the purpose of making possibility to rechecking its information.

4 CONCLUSION

In the consequence using these characters, the following possibilities are made:

- Doing archival references in automatic condition;
- Quickly checking archival institution which does archival reference, its specialist and its chief;
- Quickly establishing relation with archival institution;
- Distance using electron database of documents which cause to make reference;
- Increasing information culture of archival specialists in archival institutions.

Except mentioned above, there are following positive prognosis:

a) Decreasing working day from 30-40 days to 5-7 days in addressing of people (more than 3,5-4,0 times);

b) Solving to enter changes and additions which is opposite in norms and conditions in the law to archival references;

c) Taking shape electron database which include special search system which single and time by time increase with given archival references to people;

d) Increasing service for people 2-3 times during one working day in archival institutions and organizations which legalize pension;

e) Consolidating relations between archival institution and organization which legalize pension;

f) Establishing technical and legal principles of putting in practice of service "Yagona oyna" ("Single Window") in issues concerning registration of pension of people.

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