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Research Article

REGARDING DIGITIZATION OF ARCHIVAL INSTITUTIONS

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ABSTRACT

In this article, the study and analysis of types of digital resources in the activities of archives, information about electronic archives and their types, organization of electronic archives is studied. Also, the essence and importance of concepts and knowledge such as the use of electronic archives, creation, regulation, storage of electronic documents, protection of electronic information are revealed.

KEYWORDS

Archive, digitization, electronic document, electronic archive, digital resource, information, digital archiving, digitization, automation, digital storage.

INTRODUCTION

In accordance with the laws of the Republic of Uzbekistan "On Archive Work" and "On Electronic Document Circulation"[1], the model regulation "On Electronic Archive" establishes the procedure for organizing electronic archive activities.

A number of terms are currently used for the practice of digitization of archives. In particular, terms such as digital preservation (from the English language - "electronic/digital preservation"), digital archiving (from the English language - "electronic/digital archiving") or digital management (from the English language - "electronic/digital data management") are used far and wide abroad. In fact, these terms are interrelated and can usually be differentiated

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according to the country or industry in which they are used. For example, the term digital preservation is used in the United States, while the term digital management is used in the UK [2]. It should also be noted that the term "electronic" is increasingly being replaced by the term "digital" in the field. This is due to the fact that the transfer, processing, storage and retrieval of data from traditional formats and the operation of digital principles at all stages of these processes. The basis of changes in modern history is its digitization. Digitization means converting information into digital form. In a narrow sense, Digitization (digitalization) is the transfer of information from a physical data-carrying source to a digital one[3].

THE MAIN FINDINGS AND RESULTS

The process of organizing digital archiving includes the measures of gathering archival documents. The digitization system is an effective tool for the introduction of information technologies in archival work and plays an important role in ensuring the preservation of original copies of archival documents. In modern conditions, information stored in archives can be converted into electronic form. Solving the problem in this way eases the work of archivists, saves time, helps the original copies of documents to be better preserved, and ensures rapid organization of work in archival organizations.

The basis of digital archiving originally goes back to the mechanization and automation of archival work. The history of mechanization and automation of archival work can be divided into several stages:

1. The end of the XIX - until the 1950s.

2. The 1950s - the first half of the 1970s.

3. The second half of the 1970s to the first half of the 1980s.

4. The second half of the 1980s - 2020s.

In the above-mentioned periods, microfilming works were carried out mainly in order to create backup copies of documents. In particular, the work of creating microfilmed insurance copies of archival documents was carried out starting from 1964, when the external signs of the sources in the National Archives of Uzbekistan were analyzed according to the material and technical data [4]. Microfilmed copies of documents were made by recording archived documents onto micrographic phototape. Microfilmed documents are stored in aluminum containers with a length of 3.5 cm and a circumference of 12.5 cm. Some of the larger bowls have a circumference of 15.5 cm. 25 cm to 35 cm frames from the beginning and end of the microfilmed documents are blank, taking into account the damage of the documents in the process of use[5]. In photographic documents, the sheets of the collection are arranged in a row, some large collections are longer or placed on two photographic films. Currently, I-1, I-2, I-3, I-17, I-47, I-125, I-126, I-323, I-461, I-467, I-715, I -722 funds have an insurance copy and are fully microfilmed[6].

In the 60s of the XX century, as a result of the scientific-historical value of film, photo and sound documents, their research as a historical source began. In L.N. Pushkaryov's monograph on source studies, historical sources are divided into 7 groups according to their content and essence, and film, photo and audio documents are divided into separate groups. KThrough the study of these sources of L. Pushkaryov in the following years, audiovisual sources were further developed in the 70s of the XX century. By this time, the problems of this field were included in the literature of historical source studies. By this time, the problems of this field were included in the literature of historical source studies. M.A. Varshavchik critically studied historical sources in general and structural

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aspects in his research and developed a general methodical method. develops. The general (analytical) method solves specific problems in a sequence of critical study based on finding the original source, determining its reliability, determining the scientific value of the source, comparison.

Today, the following general requirements are defined in the world experience of digitalization of archives and their preservation:

stable electricity supply;

insurance (reserve) copy;

protection against viruses;

diagnostics of documents by means of utilities.

In general, today it is difficult to imagine production industries without technical tools. With their help, manual labor is eased, by saving production time, the possibility of meeting economic needs increases, we can see that planning, calculation work is facilitated.

In particular, we can single out the following main groups of equipment used in organizational work in light of the issue of the use of technical means in archives:

1. Techniques (typewriters and computers) used in the creation and preparation of text documents.

2. Equipment used for copying and duplicating documents (light, electricity, heat, offset, alcohol). Photo and microphoto copying tools. For example, microfilming is a microcopy obtained by photography, in which the basic role is played by a reel of photographic film (reel microfilm) or flat transparent photographic film (microfilm) or flat opaque photographic film (microcard).

3. Document processing restoration (restoration) tools, storage and delivery (transportation) techniques of documents from one place to another.

4. Film, photo, sound document and video production technique.

5. Techniques used in drawing and calculation work.

6. Information and signaling devices (telephone, Internet, video surveillance, radio, television, security and fire alarms) [7].

The role of digital archives is important in the implementation of high-quality preservation of archival documents. All databases organized in the archive are conditionally divided into recording and information-search types. These two categories differ in structure, creation method, software used. The data registration database serves to control the registration of documents in the archive, the use of records, and the storage of documents.

According to the concept of informatization of archive work, it is desirable to create unified information systems of archives in networks of archives in a single form (unified) software. This system is multi-level and multi-functional and includes registration of archival documents, automated accounting and search of archival documents, control of storage of documents, record of use of archival documents.

The main directions of activities of digital archives are as follows: development of principles of information storage; information protection; activation of information reuse; standardization of data description criteria; archiving of files readable by technical means; establishing cooperation with developers of archives and machine-readable data; implementation of information services and research projects[8].

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Documents stored in digital archives can be divided into the following groups:

1. Economy, population census, health sector, elections;

2. Texts of normative and legal documents, transcripts of meetings of management bodies, encyclopedic publications, newspapers, interesting for researchers;
3. Digital copies of valuable sources (yearbooks, periodicals and other valuable documents).

If the archives are packed with electronic documents, he must take all measures to preserve them. The main part of the data should be stored on the server and be accessible to all users and have backup copies. Storing electronic documents is 80% cheaper than storing documents on paper [9].

Digitization of archival documents is the creation of digital copies of records on paper, parchment, photographs, film, sound, and videotape, that is, making them into electronic form. Many archives digitize archival documents in order to protect the originals and make archival collections accessible to more users.

Many types of documents and information are now being created digitally. Email newsletter, spreadsheets, photos, videos and websites are being processed. In addition to the active preservation of digital documents, it should be possible to use it and preserve it in the future. Storing information in digital form alone is not considered a solution to this problem, performing regular maintenance work is a guarantee of complete preservation of documents over time.

It is used in the storage and use of digital documents and information from the digital archives system. They can be located on large data storage servers, placed on CDs, DVDs, USB flash drives.Storing documents in digital form is a complex task that requires technical knowledge on the part of employees.

Creating digital resources and electronic archives, developing theoretical foundations and practical solutions for creating information search programs, storing electronic documents and improving the speed and quality of providing electronic information to users.

In the implementation of this goal, the following tasks were defined:

To study the theoretical foundations of the information process in Uzbekistan;

analysis of archive work automation systems;

development of models and algorithms for creation of electronic archive;

development of information storage principles; information protection;

secondary use of information; standardization of data recording criteria;

creation of electronic archive system software;

getting to know the world experience and characteristics of electronic archives.

CONCLUSION

If information and communication technologies are used in the archives and an electronic archive is formed, the storage, systematization, search and use of documents will be easier and more efficient.

The organization of digital archives in our country includes the process from the digitization of archive documents to their use. This makes it possible to save money in this system, as well as to increase the number of users of electronic archives.

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