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ON SOME PROBLEMAS OF FORMING FUNDS OF PERSONAL ORIGIN IN THE REPUBLICAN ARCHIVES OF KAZAKHSTAN

The collection of documents collected during the life and work of outstanding historical figures of the country, figures of society, culture and art, scientists, heroes, who made a lot of efforts to update and revive the culture, language, Kazakh traditions and customs, is called the documents of the foundation of personal origin.

The broad development of the Kazakh people, having joined the international community in the period of its current independence, has led intellectuals of Kazakh nationality to the world of socio-political relations at the international level. Archival documents about their services to the people, their contribution to the prosperity of the state are a precious treasure, an inexhaustible wealth for our national ideology. One of the most important tasks is to study and pass on their value to the next generations.

The article analyzes the current state of the process of formation of funds of personal origin in the republican archives of Kazakhstan (Central State Archive, Presidential Archive, Central State Archive of Scientific and Technical Documentation) and the list of sources of acquisition of documents of personal origin. The analysis of the issues of categorization of the formed funds of personal origin is carried out. The criteria for the examination of the values of accepted documents of personal origin are set out. The system of grouping depending on the genre and type of documents of personal origin in the list is described. Proposals are made on completing the republican archives with documents of personal origin, determining their values, categorizing, improving the means of scientific reference apparatus.

Key words: archive, personal documents, personal origin foundation, formation, inventory.

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Қазақстанның Республикалық Архивтеріндегі жеке тектік қорларды қалыптастырудың кейбір мәселелері

Еліміздің көрнекті тарихи тұлғаларының, мәдениеттің, тілдің, қазақтың дәстүрі мен әдет-ғұрпының жаңарып, жандануына көп күш-жігер жұмсаған қоғам, мәдениет және өнер қайраткерлерінің, ғалымдардың, батырлардың өмірі мен қызметі барысындағы жиналған құжаттардың жиынтығы жеке тектік қор құжаттары деп аталады.

Қазақ елінің бүгінгі тәуелсіздігі кезеңінде халықаралық қауымдастыққа ене отырып, кең түрде дамуы дүние жүзіндегі қазақ ұлтының зиялы өкілдерін халықаралық деңгейдегі қоғамдық-саяси байланыстар әлеміне алып келді. Олардың халыққа сіңірген еңбегі, мемлекеттің көркейіп-гүлденуіне қосқан үлесі туралы архив құжаттары қымбат қазына, ұлттық идеологиямыз үшін сарқылмайтын байлық. Оның құндылығын саралап, келер ұрпаққа жеткізу аса маңызды міндеттің бірі.

Мақалада Қазақстанның Республикалық архивтерінде (Орталық мемлекеттік архив, Президент архиві, Орталық мемлекеттік ғылыми-техникалық құжаттама архиві) жеке тектік қорларды қалыптастыру барысының қазіргі жағдайы мен жеке тектік құжаттармен толықтыру дереккөздерінің тізімі салыстырмалы түрде талданады. Қалыптастырылған жеке тектік қорларды санаттарға бөлу мәселелеріне анализ жасалады. Қабылданған жеке тектік құжаттардың құндылықтарын сараптау критерийлері баяндалады. Тізімдемедегі жеке тектік құжаттардың жанры мен түріне байланысты топтастыру жүйесі сипатталады. Республикалық архивтерді жеке тектік құжаттармен толықтыру, олардың құндылықтарын айқындау, категорияларға бөлу, ғылыми-анықтамалық аппарат құралдарын жетілдіру туралы ұсыныстар беріледі.

Түйін сөздер: архив, жеке тектік құжаттар, жеке тектік қорлар, қалыптастыру, тізімдеме.

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О некоторых проблемах формирования фондов личного происхождения в Республиканских Архивах Казахстана

Документы личного происхождения – это документы, образовавшиеся в процессе деятельности отдельных лиц и являющиеся при создании их личной собственностью. Они отражают жизненный путь и деятельность выдающихся людей, внесших весомый вклад в развитие нашего государства, его самоопределение и суверенитет, приложивших немало усилий для обновления и возрождения культуры, языка, традиций и обычаев казахов, среди них видные деятели народного хозяйства, науки, культуры, политики и др.

В период Независимости Казахстан получил возможность интегрироваться в мировое сообщество, интеллектуалы казахского народа активно участвуют в общественно-политических связях на международном уровне. Архивные документы свидетельствуют о вкладе выдающихся деятелей в процветание нашего государства, об их заслугах. Документы личного происхождения – драгоценное сокровище, неиссякаемое богатство для нашей национальной идеологии. Одна из важнейших задач – собрать, сохранить и передать следующим поколениям.

В статье освещается состояние процесса формирования фондов личного происхождения в республиканских архивах Казахстана (Центральный государственный архив, Президентский архив, Центральный государственный архив научно-технической документации) на настоящее период. Представлен сравнительный анализ списка источников комплектования документами личного происхождения в республиканских архивах. Анализируются вопросы категорирования сформированных фондов личного происхождения. Излагаются критерии экспертизы ценностей принятых документов личного происхождения. Рассматривается систематизация документов в описи в зависимости от жанра и вида документов личного происхождения. Даются предложения о комплектовании республиканских архивов документами личного происхождения, определении их ценностей, категорировании, совершенствовании средств научно-справочного аппарата.

Ключевые слова: архив, документы личного происхождения, фонд личного происхождения, формирование, опись.

Introduction

The significance and importance of documents of funds of personal origin, which are considered one of the types of written historical sources, allow us to determine the place and role of historical figures in the history of the state, to determine their contribution to public affairs, discoveries, and the development of society. Conducting research and preparing for the introduction into scientific circulation of documents of personal origin will allow us to determine the legacy left by them for political, socio-economic, cultural, and spiritual development. Documents of personal origin that contain retrospective information, which are currently not very common sources of knowledge and information concerning the level and state of politics, economy, socio-cultural sphere of the republic, are of great importance and special features.

Documents of personal origin are formed spontaneously, without a certain orientation in the process of life and activity of the individual. Therefore, documents of personal origin are diverse in content, type, form, completeness and composition, depending on the life and work, creativity of the

owner of the fund. Therefore, they, like management documents, do not undergo scientific and technical processing. In connection with such circumstances, the work on systematization of various genre types of documents, activities, and life of the fund owner is carried out on the basis of methodological recommendations and instructions.

The republic has a tradition of formation, work and many years of experience in identifying, replenishing, and using funds of personal origin. At the same time, the order of formation of documents of personal origin is preserved, depending on their characteristic features. This order of work is carried out on the basis of the system formed in the Soviet period. Modern trends in scientific and technological development are making changes in these systems. Therefore, the relevance and necessity of studying the issues of the formation and new development of funds of personal origin, raised in this article, is obvious.

Materials and methods

In the process of writing the article, we took methodological pluralism as a basis. In this study,

we found that several types of work are carried out step by step in the process of forming personal origin funds based on the direction of functionalism. In the direction of neopositivism, we tried to show the possibility of its use in other state archives, defining that today the archive of the president of the Republic of Kazakhstan (hereinafter referred to as the PA of the RK) has created a database of sources of replenishment for the formation of personal funds on the basis of modern new technologies.

The main sources of the article were the funds of personal origin and the methodological manuals used in them, methodological recommendations and instructions published in the Soviet and modern Russian Federation, the list of funds of personal origin of the PA of the Republic of Kazakhstan, the Central State Archive of the Republic of Kazakhstan (hereinafter referred to as the TsGA of the Republic of Kazakhstan) and the Central State Archive of Scientific and Technical Documentation of the Republic of Kazakhstan (hereinafter referred to as the CSASTD of the Republic of Kazakhstan).

Results and Discussion

Degree of study of the topic

We will focus on the historiography of the problems of formation, acquisition, storage, scientific and technical processing of documents of personal origin in the archives.

In the late 1950s, special studies of the foundation's documents of personal origin appeared. Let us focus on the article of one of them, V.I. Popov. In general, the archives of the CIS countries were initially supplemented with documents of personal origin of artists. V.I. Popov studied the composition and content of documents of personal origin of artists. Noting the specifics of the documents of artists, the author pointed out what types of documents should be paid attention to in the scientific and technical description. Since, according to V.I. Popov, artists are known for their art and creativity, when systematizing documents related to their work, it is necessary to make the first part of the list. Creative documents of artists are presented in various genres. Archivists conclude that it is necessary to know the documents of artists of different genres. «The systematization of the documentary materials of the foundation of personal origin requires special care, and the scheme of constancy and stability» (Popov, 1956: 222). V.I. Popov described the order of systematization of documents when compiling a list of art figures. For example, writers' documents should be systematized

as follows. In the section related to the work of writers' documents are called the manuscript section, which is then divided into sections such as novels, short stories, memoirs, etc. If the second section contains letters, then the third section contains biographical documents, and the fourth section contains documents about the owner of the fund and documents on the topic of interest to the owner of the fund. In the last section, the photo documents are introduced. This suggests that the above type of documents of personal origin is arranged in thematic, chronological order, depending on the content and meaning.

About the list of funds of personal origin can be called the work of L.G. Syrchenko (Syrchenko, 1957: 174). It is known that the types of scientific reference apparatus are compiled for the inventories of funds of personal origin. The list of funds of personal origin includes the contents of the scientific reference apparatus, the preface, indexes by last name, abbreviated words. According to the conclusion of L.G. Syrchenko, pre-revolutionary lists did not have a scientific reference apparatus. At the same time, the names of cases are not described in full, the chronological framework of documents of personal origin is not clearly defined and should be compiled according to a consistent system in the grouping of documents. L.G. Syrchenko focused on the types of scientific reference apparatus and explained them.

One of the types of scientific reference apparatus is the nominal catalog. T. P. Beltenova comparatively studied the index and nominal catalog, depending on the name of the person. The personal catalog is compiled on the names of persons who are found in interesting, significant documents of the fund-builder, which arose on the basis of official, social, and creative relations. The name catalog is filled in on the card and placed in alphabetical order. Personal catalogs are compiled on photos, letters, memoirs, and savings materials of the fund-builder. In addition, name directories can have a very small volume compared to the metric associated with a person's name. Depending on the content and volume of documents of some funds of personal origin, personal catalogs are not compiled. «However, the approach to reflecting the content of a document on a card is different in both cases: the same information on cards for a certain type of catalog can be described with different degrees of generalization» (Beltenova, 1977:89). According to the author, depending on the name directory and the name of the person, the data in the index will differ. Nevertheless, he came to the conclusion that it is important to create named catalogs for each individual fund of personal origin.

In 2019, O. Mukhatova, I. Yskak, A. Maksymkanova published a textbook called «Factual significance of documents of the private fund». In the works of the authors, the significance of the funds of personal origin in the Republican archives is assessed (Mukhatova, Yskak, Maksymkanova, 2019:155).

As can be seen from the level of study of the topic, there is very little research in the country about the documents of the foundation of personal origin. This highlights the importance of the issues that our article raises.

The formation of a personal origin fund is an archival fund consisting of documents related to the life and activities of an individual or family. Documents of personal origin are those documents that are accumulated in the course of the activities of well-known persons and are the personal property of each person when they are formed. The organization of work in the republican archives has a number of features that affect the process. Documents in the fund of private origin are used in accordance with the norms of the forms of legal and copyright law. Disclosure of information that causes moral harm to certain well-known persons is unacceptable or restricts the familiarization and use of certain documents. The terms of the documents under which famous persons have submitted their documents for permanent state storage are specified in the contract of the famous person and the archive for the purpose of strict execution. At the same time, researchers working with the documents of the foundation of personal origin must obtain permission from the owner of the foundation or the heir who has the right to do so.

The composition of documents of personal origin deposited for permanent state storage can be predicted with a certain probabilistic assumption. That is, the focus is on such criteria as biography, position, creative work, participation in a significant event, and environment.

Since there is no procedure for transferring documents of personal origin to the archive, the documents are handed over in a dispersed form. Scientific and technical processing of documents of personal origin of a known person is carried out by the archive. However, in the archival industry, centers that provide paid services put the documents of well-known persons in order in accordance with the requirements for archiving. That is, each document is compiled by genre and in chronological order. Documents of personal origin, submitted with such training, make it easier for specialists to process scientific and technical documents, submit

them for permanent state storage, and save time. We can say that when submitting documents of personal origin to the archive, only a few well-known persons who use paid services.

Currently, the republican archives of the country work on the formation of funds of private origin on the basis of the methodological guide of the Central State Archive of Literature and Art of Moscow «Methodological recommendations for working with documents of personal origin (literature and art)», published in 1990. This manual is intended for people of literature and art. The methodological manual fully covers the issues of receiving, determining the value, categorizing documents of literary and artistic figures, forming storage units, scientific descriptions, and creating means of scientific reference apparatus (Methodological recommendation, 1990: 256).

The work on completing the archives with documents of personal origin is carried out in stages, assuming the following tasks:

- drawing up a list of sources of replenishment depending on the profile of the archive's activities (Methodological recommendation, 1990: 7);

- campaigning and signing contracts for the transfer of their documents to the archive by well-known persons included in the list of sources of replenishment (Methodological recommendation, 1990: 7); The use of reconciliation methods requires politeness, tact and morality to the archive specialists.

- selection of documents for state storage in the home of the owners of the fund, preparation of a receipt for the acceptance of documents to the Expert Audit Commission (EAC) (Methodological recommendation, 1990: 7);

- preparation of preliminary accounting, evaluation and preparation of documents of the fund of personal origin for consideration in the EAC in order to determine the initial value of documents (Methodological recommendation, 1990: 7);

- resolution of issues of consideration, acceptance of the archive at the EAC, creation of the fund and determination of the fund categories (Methodological recommendation, 1990: 7).

Well-known persons in the country can submit documents to the archives at their own request or by will. The time of submission of documents is agreed between the fund owner and the archive. Acceptance of the documents of the fund owner is carried out on the basis of the acceptance certificate. The acceptance certificate is drawn up in 2 copies, the 1st copy is transferred to the owner of the fund, the 2nd copy is archived.

Replenishment is carried out on a contractual basis with the owners of the fund included in the list of sources. The owner of the fund transfers the documents to the archival party entitled to gratuitous, irrevocable state property, and the archive accepts for state storage the relevant documents of the owner of the fund for the purpose of organizing the archival fund of documents of personal origin and conducting scientific expertise, organizing permission for their open use, except in cases where they are limited by contract.

When working on completing archives with documents of personal origin, it is very important to make a list of sources of acquisition. However, the list of sources of replenishment is formed in the archives at different levels. In connection with the compilation of the list of sources of replenishment, there are no scientific works, methodological recommendations, instructions. Only in the North Kazakhstan region there is a report of the Pavlodar regional Archive on the issues of compiling a list of sources of replenishment, determining the composition of the list (Boltina, 1987: 23). This paper describes the composition of the list of sources for completing the archive of the Pavlodar region, North Kazakhstan region with documents of personal origin, describes the types of accepted documents.

There is also a methodological proposal «Determining the sources of acquisition of documents of personal origin», published in 1990 in the Smolensk region of Russia (Gerasimova, 1991: 8). This methodological proposal sets out the criteria and directions for determining well-known individuals who are sources of replenishment. The guidelines are written for museums and libraries. It is inefficient to use this methodological proposal to compile a list of replenishment sources.

So, in 2021, the TsGA of the Republic of Kazakhstan approved 2 lists of replenishment sources. The first list contains a list of persons accepted for permanent state custody. That is, this list includes persons who have documents stored in specific homes of famous people (Ashirova, 2021: 48). This list includes the names of 246 individuals. Well, the second list is called the list of possible sources of replenishment (Ashirova, 2021: 28). This means that the persons included in the list do not have the documents transferred to the archive. That is, a list with a forecast that in the future he can prepare and submit his documents.

In addition, oral negotiations are held between the TsGA of the Republic of Kazakhstan and well-known persons included in the sources of

replenishment. The well-known person also gives his consent to the submission of documents orally. The contract is concluded only when the client collects and transfers the documents to the archive for a certain period of time. During this time, well-known persons did not want to hand over the documents or hand them over to other archives. Even if in this case there will be an agreement with the archive, the known person does not know exactly whether the documents are handed over or not.

Between well-known persons and the PA of the Republic of Kazakhstan, agreements on the delivery of documents are carried out on a contractual basis. During a certain period of time, when collecting documents, well-known persons transfer the documents to the archive on a contractual basis. I.e., the contract is concluded in advance, if the well-known person agrees to submit the documents. This type of work is very effective. Because they will be sure that these persons who have fallen into the sources of replenishment will submit documents. That is, in the PA of the Republic of Kazakhstan, 2 lists of replenishment sources are compiled. The first is a list of well-known persons with whom an agreement on transfer to the archive has already been concluded, and the second is a list of persons with whom negotiations will be conducted in the future.

The database also summarizes information about the addresses of the fund owner, contact phone numbers, terms of drawing up the application and agreement, the number of cases described in the funds, the volume of accepted electronic documents, sound and paper media. This flow of information will begin to be entered into the database from the moment of signing a contract with the owner of the fund (Zeynelov, 2017: 46).

CSASTD is engaged in replenishment of documents of famous persons at will, without a list of sources of replenishment.

As we can see, the list of sources of acquisition in the republican archives in the country is formed as diverse as possible. I believe that in order to solve this problem, it is necessary to form a unified system of work on the addition of documents of personal origin, in which scientific works, methodological recommendations, instructions will be published, which specify the requirements, criteria, directions for compiling a list of sources of acquisition. In addition, if the newly created committee that will manage the archives checks the system of lists of sources of replenishment and makes additions, this will avoid some problems with the formation of funds of personal origin.

Documents of personal origin accepted in the archive are subject to the examination of valuables

for permanent state storage. The value of documents of personal origin is determined on the basis of the following criteria. They are:

- significance of the fund owner's activities (state, public, creative)
- time and place of preparation of documents;
- information value of documents (scientific, creative, official);
- external signs of documents;
- the relationship of documents to each other (Abilova, 2003:4).

The significance of the fund owner's activities is determined based on the following factors:

- reviews of the owner of the fund in the works published in monographs, encyclopedias, etc.;
- the presence of official signs confirming the activities of the owner of the fund (honorary titles, orders, state awards, the degree of the position held);
- the opinion of the society on the activities of the fund owner (comments on the pages of the press, reviews of colleagues, letters);
- assessment of the owner of the fund by the institution where the owner of the fund worked (Abilova, 2003: 5).

The time and place of drawing up documents according to the criterion require a more careful attitude from the archive specialists. Because in the case when the time or place of drawing up the document is not specified, specialists will need to clarify this data.

The criterion for the informational significance of documents is that the document must contain complete information about a specific event, facts, or about one person.

According to the criterion of external features of documents, attention is drawn to the physical condition of documents of personal origin, authenticity, the author's manuscripts or changes made, the text of the document or the meeting of texts that have become extinct, the design of documents, etc. These features contribute to the long-term storage of documents and increase their value.

Documents have duplicate information and complement each other in the process of applying the criterion of interconnectedness. These documents that contain duplicate information include multiple versions or copies of the same document. When determining the value of such documents, it is taken into account which category the fund belongs to. If the fund has original documents, copies are not accepted for permanent state storage. Manuscripts published as part of the collections of personal origin, classified in categories I and II, are accepted for permanent storage. In the funds of personal origin of category

III, manuscripts not published with the author's amendment are not accepted for storage.

Complementary information is found in various documents, confirming or refuting certain information. For example, the employment record contains information about the position held, and information from the biography can confirm or deny information from the employment record (Abilova, 2003: 5). Consequently, documents that complement each other are accepted for permanent state storage.

When determining the value of documents of personal origin based on these criteria, the archive requires professional training and knowledge of the field of activity of a well-known person. When determining the value of documents of personal origin, documents that are not subject to state permanent storage are returned to the owner of the fund under the act of return. The list of documents included in the return certificate is reviewed by the EAC and a decision is made.

If the owner of the fund refuses to receive documents that are not subject to state permanent storage, the documents of the fund are destroyed with the written consent of the owner. In most cases, the owners of the fund categorically refuse to receive documents with a differentiated value. In this case, an act of destruction of the owner of the fund is drawn up and destroyed by warning or written consent.

Documents of personal origin, the value of which is determined, are divided into categories depending on the composition and volume.

Thus, the issues of determining the categories of the fund in the republican archives have different interpretations. Currently, in the PA of the Republic of Kazakhstan, depending on the value and composition, completeness of the documents of a known person, they are divided into I and II, III categories (Abilova, 2014: 11). The issues of categorization are set out in the methodological proposal «Methodological recommendations for working with documents of personal origin in the Archive of the President of the Republic of Kazakhstan» (Abilova, 2014: 12), published in 2014.

The first category includes funds of personal origin of prominent, well-known state and political and public figures in the country. At the same time, the importance of the composition of the documents must be more than 50 percent. The second category includes funds of persons who have documents of state and political, public figures, related to a particular field and related to significant historical events. Category III includes documents of state and political, public figures representing events at the

local level and limited to professional frameworks (Abilova, 2014: 11). The work of categorizing funds of personal origin is established in determining the value of documents. Individual gene pools, divided into categories, are considered at the EAC meeting.

Currently, in the TsGA of the Republic of Kazakhstan, work on categorization is classified according to demand. That is, the number of researchers, requests, interviews, and specially filmed programs that come to the foundation's documents of personal origin is distributed by number. Funds of personal origin of veterans of the II World War in the First category of the TsGA of the Republic of Kazakhstan are in demand not only on the eve of a significant holiday, but also throughout the year. In particular, interviews, photos, articles of our heroes from the funds of personal origin are especially interesting to the general public in the memoirs, diaries, letters of the funds of the Hero of the Soviet Union, writer B. Momyshuly (CGA RK F. 1432); partisan and «People's Hero» K. Kaisenov (CGA RK F. 2368); K. Abenov (CGA RK F. 2363); two-time Hero of the Soviet Union, pilot T. Bigeldinov (CGA RK F. 852); «People's Hero», who hoisted the flag in the Reichstag of R. Koshkarbayev (CGA RK F. 2364); «People's Hero» of Kazakhstan, pilot Kh. Dospanova (CGA RK F. 2367).

In addition, there is a great demand for funds of personal origin of scientists, including private funds of personal origin related to the field of literature and art. These include the poet, writer, founder of Kazakh literature I. Zhansugurov (CGA RK F. 1368); playwright G. Musrepov (CGA RK F. 1864); People's Artist of the USSR K. Baiseitova (CGA RK F. 1630); famous writers S. Mukanov (CGA RK F. 1634); A. Nurshaikov, I. Esenberlin (CGA RK F. 2144); theater and film actor Kh. Bukeyeva, geologist K. Satpayev (CGA RK F. 2057); art critic, orientalist, founder of the National School of Archaeology A. Margulan (CGA RK F. 2415); sculptor, People's Artist of Kazakhstan Kh. Nauryzbayev et al.

The II category includes funds of personal origin that are in demand at the middle level, i.e. funds that have entered scientific circulation and have not been fully studied. In particular, they include funds of personal origin of such persons as ethnographer Zh. Babalykuly (CGA RK F. 2215); People's Artist of the USSR B. Tulegenova (CGA RK F. 2296); writers M. Khakimzhanova (CGA RK F. 1744); G. Mustafin (CGA RK F. 1635); journalist T. Kozhekeyev (CGA RK F. 2316); chief artist of the city of Almaty Sh. Niyazbekov (CGA RK F. 2250); statesman and public figure O. Suleimenov (CGA RK F. 2225); academician Sh. Chokin (CGA RK F.

2223); writer, critic T. Nurtazin (CGA RK F. 2162); state and public figures N. Ondasynov (CGA RK F. 2330); I. Omarov, historian-archivist M. Khasanaev (CGA RK F. 2222) and other prominent figures.

The third category includes funds of personal origin, which received individual requests or were not considered at all, which were not included in scientific circulation. In particular, they include the united funds of the personal origin of Kamasia and Amina Omirzakovs (CGA RK F. 1754); director, singer K. Kenzhetayev (CGA RK F. 1903); People's Artist of the Kazakh SSR K. Karmysov (CGA RK F. 1984); composer D. Matsutsin (CGA RK F. 2059); writers N. Torekulov (CGA RK F. 2175); N. Shakenov (CGA RK F. 2295), K. Kazybaeva, A. Mekebaeva (CGA RK F. 2139); poeta Z. Tleuzhanovich, G. Shamshieva (CGA RK F. 2295); famous football player T. Segizbayev (CGA RK F. 2395); chamber singer S. Abzhanov (CGA RK F. 2033); architect T. Basenov (CGA RK F. 2077); composers N. Gazizov (CGA RK F. 2417), B. Zhamakayev (CGA RK F. 2419) and other famous people. The categories of funds of personal origin marked in the list of funds of personal origin created inside the archive are defined (Zheksembayeva, 2019: 25). However, this list will not be shown to scientists and researchers who visited the reading room. Therefore, the questions of categorizing funds of personal origin are intended to optimize the work of archivists. However, in the TsGA of the Republic of Kazakhstan, methodological recommendations, instructions or scientific works on working with documents of personal origin do not provide for categorization issues.

From documents of personal origin, the value of which is determined, storage units are formed. Storage units are issued in a systematic manner, included in the list, ensuring accounting, search, and use within the archive fund.

Documents of personal origin are systematized in chronological, thematic, chronological and functional order in storage units within the archive fund. The system of storage units is determined by the nature of the fund owner's activities, the composition and volume of documents.

Special attention is paid to the systematization of documents of personal origin. Since the archive specialist in the list must be able to determine the significance of the activities of the fund owner, his place in society, the value of his documents. It is also necessary to clarify the chronology of each document. Because this opens the way for the introduction of materials from a private foundation into scientific circulation.

The scheme of systematization of documents of personal origin in the list is as follows:

- documents (or scientific documents) related to creativity;
- letters;
- documents related to the biography;
- documents about the owner of the fund;
- documents collected by the foundation on a topic of interest to it;
- photo documents.

The order of this systematization may vary depending on the activities of the fund owner. This is not considered an error. The main thing is that the valuable and interesting documents of the fund owner are clearly reflected in the list in essence and content.

The owner of the foundation must have documents related to his work or scientific works based on the manuscript or with the author's amendments. The types of manuscripts are divided into:

- plans, first versions of works;
- revised versions of the works and the books themselves;
- translations, articles, research, memoirs, diaries, reviews, reports;
- lecture notes; lecture notes, drawings (Tulebaev, Maksymkanova 2020: 24).

In the requested letters, programs, and interviews that come to the documents of the foundation of personal origin, the handwriting of the owner of the foundation is often interested. Also at the organized exhibitions, the audience's interest is attracted by handwritten works, autographs of the owner of the fund. Because the foundation promotes the study of unknown aspects of the owner. Currently, the number of handwritten documents is decreasing. After all, in the era of the computer, famous people give their works in the machine version.

The section of documents related to the biography of the owner of the fund includes a birth certificate, a marriage certificate, a passport, educational documents (certificate, diploma), certificates for titles and orders received, various certificates, military documents. Documents related to the professional activities and social activities of the fund owner are also grouped. These are anniversary documents, invitations, service passes, membership cards in a political party or unions, orders for appointment or transfer to a position, travel documents, etc. Documents related to the family members of the fund owner are also submitted. They allow researchers to obtain comprehensive data about the owner of the fund and study it in depth. This set of documents is placed in chronological order.

In the next section, the correspondence or letters of the fund owner are grouped. They are divided into «Letters of the Fund owner» and «Letters received by the Fund owner». Postcards, envelopes, and telegrams are accepted for state storage without fail. Postcards reflect the sphere of communication, communication of the owner of the fund, envelopes determine the places of departure, reception of recipients, telegrams tell about phenomena in the personal life and activities of the owner of the fund, about trips (Mukhatova, Yskak, Maksymkanova, 2019:58). This type of document in the epistolary genre is one of the most interesting historical sources. Unfortunately, in the era of information and communication technologies, this type of document is gradually being reduced. Therefore, it is very important for future generations to preserve the types of documents in the epistolary genre. Currently, letters from the funds of the fund owners are only official letters and letters of reply to them. The letters are grouped in alphabetical order.

When selecting correspondence, you need to pay attention to greetings, art cards, stamps. Their design allows us to see the change in aesthetic tastes in different historical periods of society.

Particularly important is the section of documents about the owner of the fund. These include published articles about the owner of the fund, reviews of his work, memories of the owner of the fund, memories in letters from different people, poems of dedication, documents about perpetuating the memory of the owner of the fund. According to the types of these documents, an opinion is given about the works and activities of the owner of the fund, and his place in society is determined. In general, when working with the documents of the fund owner, archivists should first familiarize themselves with the documents of the fund owner. Since there is new information about the owner of the fund, reviews are found in this section.

The section documents collected by the foundation on a topic of interest to it may contain types of documents of various genres. In addition to their professional activities, the owner of the fund will have documents that are interested in another area. In addition, the funds group the works used for research purposes, writing their own works.

And the description of photo documents differs from paper-based documents. These include photos taken separately or together with colleagues during work, work trips, or photos taken together with family members. Clearly made photos are accepted for permanent state storage. Photographs and portraits made in pencil and watercolour are

also accepted for permanent storage. An abstract is made for the photo documents. The annotation should include the name of the event, phenomenon, surname, official position or honorary title of all (or some) persons indicated in the photo document. The names of the people shown in the drawing are called from left to right, from top to bottom, depending on their location. The time of the photo document is the main attribute of the archeographic design. The name of the village, district, region or city should be assigned to the place of the accident. If the name of the locality is changed, the name must be indicated at the time of photographing the annotation. Photo documents are divided into black-and-white, color, and different volumes (Suleimenova, 2019, 58).

These listed types of documents may not be all in the fund owner's fund. It is systematized by the most represented types of documents. Nevertheless, the composition of the personal origin fund is complex and it is very important to know its systematization well. It is very important to describe the composition of documents of personal origin, while knowing the order of the documents.

The list is an archival reference book that allows you to disclose the composition and content of cases, systematize them within the fund, and take into account storage units. For documents of personal origin that have passed scientific and technical processing, 4 copies of the list are compiled. 1 copy is transferred to the owner of the fund, the remaining 3 copies are stored in the archive.

One of the most important works is the formation of storage units and the compilation of topics. In the work on the formation of storage units, special features are also noted. In storage units, it consists of one or more documents that link them according to correspondent, thematic, author, geographical, and chronological characteristics.

Currently, in the PA of the Republic of Kazakhstan, the norm of storage units for documents of personal origin should not exceed 100 paper sheets, and for especially valuable documents are 40-60 paper sheets. In case of exceeding the specified standards, it is divided into volumes and continues.

The standard of storage units for documents of personal origin, as well as particularly valuable documents in the TsGA of the Republic of Kazakhstan and the CSASTD of the Republic of Kazakhstan is 180 paper sheets. That is, it is carried out on the basis of restrictions for management documents.

In addition, the funds of personal origin, accepted as part of the Atyrau Regional State Archive, consist of only one storage unit. The principle of «Only one case per person» is taken into account here. It

remains unnoticed that among the documents of one person, along with autobiographical, official documents, there are also photographic documents, materials and data collected by them on issues of interest. The provision that these documents must be grouped into separate storage units, depending on the method of manufacture, original or copy, does not apply (Suleimenova, 2019: 60).

As you can see, the process of forming storage units was not previously recorded in the methodological recommendations published inside the archive. It is necessary to publish special methodological recommendations, instructions for the formation of storage units. Because the type of documents of personal origin is diverse. These are photo documents, paper-based documents, drawings, paintings, maps, CD-ROMs, etc. Depending on the type of the specified documents, there should be norms depending on the number of sheets or the volume of material (MB).

The title of the storage unit contains the name of the document, genre, author, years, version of the document, and the number of pages. The name of the storage unit is in a refined, concise, unified system.

Formed storage units are numbered and placed in special folders. Storage units are not stitched like management documents. The formed personal family fund is assigned a registration number and transferred to the warehouse and stored permanently.

In the list, scientific reference materials are compiled, such as the title page, the table of contents, the list of abbreviated words, the preface, and indexes by first name and patronymic. Currently, the preface of the list consists of 3 sections. The first section sets out and provides a link to the biography of the founder on the basis of the documents contained in his fund. The second part describes the composition of the documents. That is, it describes that the documents are grouped into sections and subsections. It also provides brief information about interesting and important documents of the fund owner. The third part will contain information about the physical condition of the documents with a record of who gave the documents to the owner of the fund and to whom they were inherited (Mukhatova, Yskak, Maksymkanova, 2019: 19).

One of the types of scientific reference apparatus is an index associated with the name of a person. Depending on the name of the person, the index contains information about the names of people that occur in the name of the cases. That is, in the documents of the fund-builder, the names, surnames, positions, titles and case numbers of the persons they encounter are indicated. Depending on the name of

the person, the index is most often compiled on the basis of letters, memoirs, articles, documents, and scientific opinions of the fund owner. It is very profitable and convenient for the archive specialists to search for information about a person known by the signs associated with the person's name.

To interesting valuable documents contained in the funds of personal origin, a personal card file is compiled. Thus, the TsGA of the Republic of Kazakhstan has created a traditional type of personal card file. In the personal card file, information such as the number of the fund, the name, the number of the storage unit, the number of sheets, the chronology of the document, the content of the document, the basis of the document, are entered in the card file and arranged in alphabetical order. The personal card file is made up of documents of personal origin of such famous personalities as B. Momyshev, M. Gabdullin, K. Satpayev, G. Musrepov, I. Zhansugurov, R. Baglanova, M. Alimbayev, K. Baiseitova, S. Mukanov, A. Nurshaiyev, Z. Kabdolov, T. Bigeldinov, Sh. Zhiengkulova.

Currently, the PA of the Republic of Kazakhstan has compiled modern reference catalogs, databases of card files for documents of personal origin. In a short time, the databases «Name Card index» and «Name Catalog» were launched. The purpose of the personal catalog is to disclose the composition of archival funds at the level of documents, materials, cases about individuals, and the «Name Card index» is compiled to collect available materials about individuals with reference not only to archival documents of a biographical nature, but also to published reference literature. Thus, the «Name Card Index» is a kind of information search engine and is important as an auxiliary reference guide designed to quickly find the necessary information about famous people. The database «Name Catalog» is an archived reference on the content of funds of personal origin, which provides information about the composition and content of funds specified at the level of documents, cases, and groups of cases. This database was created for the archive staff (Zeynelov, 2017: 46).

The scientific reference apparatus for funds of personal origin in the CSASTD of the Republic of Kazakhstan contains only pointers and guidebooks, depending on the name of the person being compiled in the list. The non-conclusion of the types of scientific reference apparatus is explained by the fact that the number of funds of the fund of personal origin is small and the volume of documents in the fund is small.

In the inventories of funds of personal origin formed during the Soviet period, there were no indicators related to the person's last name. Only

the directories of the name card library have been created. Researchers, scientists and specialists conducted search work through the reference books of the personal card file.

In the future, the electronic system of the scientific reference apparatus would become a new way to search for documents of personal origin, if the list of funds of personal origin included information related to the name of the person. In addition, the search work is simplified and efficiently used in time. To do this, the specialists of the archive should carefully and accurately make an index in the inventories of funds of personal origin by name and patronymic.

Currently, all archives publish links to personal origin funds. The purpose of the guidebooks is to popularize funds of personal origin in general and to introduce them into scientific circulation. At the end of the guidebooks issued during the Soviet period, a list of funds accepted for permanent state storage, but not subjected to scientific and technical processing, was attached.

Currently, the guidebooks do not include lists of funds of personal origin that have been accepted for permanent state storage and have not passed scientific and technical processing. It is advisable to include a list of funds of personal origin that have not passed scientific and technical processing in the guidebooks. Because researchers or employees of the archive would know in advance which famous personalities will be supplemented with documents of personal origin in the future.

With the help of the scientific reference apparatus to the funds of personal origin, the scientific nature of the list increases, which also contributes to the rapid search for information needed by researchers and readers, specialists.

Conclusion

In conclusion, we described the current state of the scientific reference apparatus, the formation of cases, the systematization of documents, the definition of values, and the acquisition of documents of personal origin. These types of work are carried out on the basis of many years of experience in the formation of funds of personal origin.

The list of sources of replenishment is compiled at different levels, if possible. We believe that in order to solve this problem, it is necessary to form a unified system of work on the addition of documents of personal origin, in which scientific works, methodological recommendations, instructions will be published, which will specify the requirements, criteria, directions

for compiling a list of sources of acquisition. We also believe that in the newly created committee that will manage the archives, it is necessary to audit the system of lists of sources of replenishment and make additions. This would avoid some problems with the formation of funds of personal origin.

The electronic system of the scientific reference apparatus is a new method of searching for docu-

ments of personal origin, if the list of funds of personal origin includes information related to the name and surname of the person. In addition, search work is facilitated, and time is used efficiently. To do this, the specialists of the archive should carefully and accurately make an index in the lists of funds of personal origin, depending on the name of the person.

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