

T.A. Tulebaev , A.KH. Maksymkanova* 

Al-Farabi Kazakh National University, Kazakhstan, Almaty,

*e-mail: aiga30111@mail.ru

REPLENISHMENT OF FUNDS OF PERSONAL ORIGIN IN THE ARCHIVES OF KAZAKHSTAN: METHODOLOGICAL AND LEGAL FOUNDATIONS, CURRENT STATE AND PROBLEMS

The collection of documents collected during the life and work of outstanding historical figures of the country, public figures, representatives of culture and art, scientists, heroes who have made a lot of efforts to renew and revive 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 during its current independence, has brought intellectuals of the Kazakh nation all over the world into 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 analyze and pass on its value to the next generations.

The article defines the issues arising in the work on the replenishment of documents of personal origin in the republican archives of Kazakhstan (Central State Archive, Presidential Archive, Central State Archive of Scientific and Technical Documentation). The methodological, regulatory and legal basis of replenishment work is analyzed. Contracts concluded between archives and well-known persons are analyzed and compared. Recommendations are given on improving methodological recommendations, work on completing documents of personal origin.

Key words: archive, funds of personal origin, replenishment, methodological manual, regulatory framework.

Т.Ә. Төлебаев, А.Х. Максымканова*

Әл-Фараби атындағы Қазақ Ұлттық университеті, Қазақстан, Алматы қ.

*e-mail: aiga30111@mail.ru

Қазақстан архивтеріндегі жеке тектік қорларды толықтыру: әдістемелік және құқықтық негіздері, қазіргі жағдайы мен мәселелері

Еліміздің көрнекті тарихи тұлғаларының, мәдениеттің, тілдің, қазақхалқының дәстүрі мен әдет-ғұрпының жаңарып, жандандуына 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 қауым өкілдерін халықаралық деңгейдегі қоғамдық-саяси байланыстар әлеміне алып келді. Жеке тұлғалардың халыққа сіңірген еңбегі, мемлекеттің көркейіп-гүлденуіне қосқан үлесі туралы архив қорларында сақталған 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, Президенті архиві, Орталық мемлекеттік ғылыми-техникалық құжаттама архиві) жеке тектік құжаттармен толықтыру жұмыстарында туындайтын мәселелер анықталады. Зерттеу кезінде толықтыру жұмыстарының әдістемелік, нормативтік-құқықтық негізіне анализ жасалады. Архив қорлары мен танымал жеке тұлғалар арасында жасалатын келісім-шарттар салыстырмалы түрде талданады. Республикалық архивтерді жеке тектік құжаттармен толықтыру жұмыстарын, әдістемелік, құқықтық негізін жетілдіру туралы ұсыныстар беріледі.

Түйін сөздер: архив, жеке тектік қорлар, толықтыру, әдістемелік құрал, нормативтік-құқықтық негіздер

Т.А. Тулебаев, А.Х. Максымканова*

Казахский национальный университет им. аль-Фараби, Казахстан, г. Алматы

*e-mail: aiga30111@mail.ru

Комплектование фондов личного происхождения в архивах Казахстана: методические и правовые основы, современное состояние и проблемы

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 определяются проблемы, возникающие в работе по комплектованию документов личного происхождения в республиканских архивах Казахстана (Центральный государственный архив, Президентский архив, Центральный государственный архив научно-технической документации). Анализируется методическая, нормативно-правовая основа по работе комплектования. Представлен сравнительный анализ договоров, заключаемых между архивами и фондообразователями. Даются предложения по совершенствованию методической, правовой основы, работы по комплектованию республиканских архивов с документами личного происхождения.

Ключевые слова: архив, фонды личного происхождения, комплектование, методическое пособие, нормативно-правовая база.

Introduction

It is known that documents of personal origin are formed spontaneously, without a specific orientation, only in the course of an individual's life and activity. Therefore, documents of personal origin are diverse in content, type, type, completeness and composition, depending on the life and activity, the creativity of the owner of the fund. Therefore, they are not always suitable for consistent scientific and technical processing, like management documents. In connection with such circumstances, the work on systematization of various genre types of documents, activities, life of the owner of the fund is carried out based on methodological recommendations, instructions.

Traditions of formation, work and long-term experience of identification, replenishment, use of funds of personal origin have been formed in the republic. At the same time, the order of formation of documents of personal origin remains, depending on their characteristic features. This order of work is carried out based on the system formed in the Soviet period. Modern trends in scientific and technological development are making changes to 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 are obvious.

Even though the process of formation of funds of personal origin in the republican archives is conducted at different levels, if possible, work is underway on the acquisition, formation, storage of documents of personal origin.

Materials and methods

We took methodological pluralism as a basis when writing the article. In this study, we have seen that in the process of forming funds of personal origin based on the direction of functionalism, several types of work are carried out in stages. And in the direction of non-positivism, we tried to show the possibilities of its use in other state archives, determining that today the database of the list of sources of acquisition for the formation of funds of personal origin in the Archive of the President of the Republic of Kazakhstan (hereinafter – PA RK) is based on the latest modern technologies.

As the main sources of the article, funds of personal origin and methodological manuals used in them, methodological recommendations and recommendations published in the Soviet and modern Russian Federation, inventories 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 RK) and the Central State Archive of Scientific and Technical Documentation of the Republic of Kazakhstan (hereinafter referred to as the CSASTDRK) were used.

Results and Discussion

Degree of study

There are not so many works in the republican archives that specifically study the issues of the formation of funds of personal origin. One of the published ones is dissertations, the second is methodological manuals, and the third are works dealing with issues of supplement. But there is no work on the issues of the formation of funds of personal origin. Let's focus on an article by one of them, by V. Mamonov. In his work, the author, analyzing the work of the republican archives, which in the Soviet period were engaged in completing documents of personal origin, came to the following opinion: "Along with the task of further activating the activities of the interdepartmental scientific and methodological councils established in recent years to work with documents of personal origin, in our opinion, it would be advisable, with the participation of interested departments and organizations, to consider the creation of a single all-Union coordination centre, which could be entrusted with the development and practical implementation of coordinated measures to further improve the collection activities of various scientific and other institutions, carried out within the framework of the provisions on the State Archival Fund of the USSR, the Museum Fund of the USSR and librarianship in the USSR" (Mamonov, 1987: 51). Consequently, as he argues, to unify and improve the work on completing documents of personal origin, it is necessary to create a special centre among scientific institutions.

In her work, E. Gribanova, who has many years of archival experience, focused on the composition of the documents of the foundation of personal origin based on the Central Archive of Scientific and Technical Documentation of the Republic of Kazakhstan. The author touches on the topic of the absence of a package of documents directly related to the identity of the owner of the fund in the documents of personal origin. That is, they are photographic documents, memoirs, manuscripts, diaries, etc. E. Gribanova's opinion on this issue looks like this: "In the personal funds of the CGA

NTD, there are no "ego documents" of what they are going for. Some photos can be attributed to them with a certain stretch, which is taken for storage in very modest volumes. This is not accidental: photo documents require annotation, very time-consuming and time-consuming work, so archivists, among whom there are fewer and fewer true professionals, do not rush to get them from the fund-builder, limiting themselves to 2-3 portraits, and the same modest number of group images. And again we have to note with sadness that the family and personal life of citizens, and everything that is called everyday life, turns out to be "overboard" of archives" (Gribanova, 2018: 70).

It is known that in the republic as a whole, work is underway in the archives to complete documents of personal origin, form, store, and search for storage units. However, in her article A. Suleimenova pointed out that this work is carried out in different ways (Suleimenova, 2018: 358). In addition, A. Suleimenova expressed the opinion that if guides to archival funds and collections of personal origin in the republic were prepared, it would be possible to determine the areola of the location of documents of one person.

There are various problems in the formation of the gene pool. Let's focus on one of them, the list of replenishment sources.

The work of archive specialists on completing the archive with documents of personal origin begins with their search and establishing contacts with famous personalities. The methods and techniques of such work are diverse. These include offers from relatives, relatives, friends, colleagues, acquaintances of famous personalities, negotiating, viewing encyclopedias, newspapers and magazines, searching through the media, etc. Carrying out these works will not be easy for archive specialists. Because some of our famous personalities did not have a high level of trust in the archive or an understanding of how to leave a historical legacy to future generations.

A list of sources to be supplemented with the specified types of work is compiled in the archives. The list of sources of replenishment includes the names of individuals, depending on the direction and specifics of the archive's activities. Based on this list, replenishment works are carried out as planned. When determining the sources of replenishment, the following criteria are used: the significance of the owner of the fund (formal signs: a place of work, position, titles, awards) and the significance of an event or historical period (Suleimenova, 2018: 354).

Resolution of the Government of the Republic of Kazakhstan dated September 20, 2018 No. 576 approved “The Rules for replenishment, storing, recording and using documents of the National Archival Fund and other archival documents by state and special state archives”. The first chapter of these Rules is devoted to the list of replenishment sources. Individuals are included in the list of replenishment sources based on the following requirements. They are:

- 1) personal contribution to the development of science, culture and other fields of activity;
- 2) the role of the individual as a participant, witness of significant events in the life of society and the state;
- 3) kinship, friendship, creative ties of an individual, place of work, position held;
- 4) the typicality of archival documents for the era;
- 5) the composition and content of the documents of the personal archive of an individual (<https://adilet.zan.kz/kaz/docs/P1800000576>).

To date, based on these requirements, a list of replenishment sources is being compiled.

A unified system of lists of acquisition sources has not been formed in the archives of Kazakhstan. As practice shows, lists are compiled and replenished in the republican archives whenever possible. However, among the republican, city, and regional archives, the names of famous personalities from the list of replenishment sources are repeated. This means that there is competition among archives to be the first to receive documents of famous personalities.

For example, the names included in the list of persons accepted for permanent state storage in the Central State Archive of the Republic of Kazakhstan have also been transferred for permanent storage to the State Archive of the city of Almaty. As an example, we can cite the documents of the Abai scholar, the scientist M. Myrzakhmetov; the writer, Sh. Sariyev (Ashirova, 2021: 11). Also in the Archive of the President of the Republic of Kazakhstan, there are documents of Doctor of Law, professor, President – a member of the Board of Trustees of JSC “KAZGUU University” M. Narikbayev (Djaparov, 2017: 210). public and political figure, writer A. Alimzhanov (Djaparov, 2017:39). These funds of personal origin have scientific and technical processing, assignment of a registration number and permanent storage. Consequently, the name of the same person can be included in the list of replenishment sources between several archives. The correspondence of the position of a well-known person to the profile of the archive’s activities is not

taken into account. This issue was identified during a comparative analysis of the list of acquisition sources among the republican archives. But this situation is becoming more common among the archives of the city and regional levels. To solve it, we consider it necessary to develop scientific principles for dividing the acquisition of documents of personal origin into complexes of republican, city, regional and district significance.

In some cases, well-known persons, based on their desire, choose an archive and hand over documents for permanent state storage. The acquisition of an archive in which a well-known person wishes to submit his documents may not be included in the list of sources, and the activities of a well-known person do not correspond to the profile of the archive’s activities. Nevertheless, the archives are replenished with documents of a well-known person. Thus, the list of sources of acquisition of the Central State Archive of Scientific and Technical Documentation includes documents of personal origin of the following persons:

- famous personalities in various fields of science and technology;
- designers, technologists, architects, engineers, inventors;
- heads of research, projects, design organizations;
- collectors who collect documents on the history of science and technology (Methodological recommendation, 1992: 5). However, in practice, the archive constantly stores funds of personal origin of Doctor of Philology, Professor Turagul Konurov (CSASTDRK F.130); Candidate of Law, associate professor, a veteran of the Great Patriotic War Shaken Mazhitov (CSASTDRK F.184);. This is supplemented based on the wishes and requests of the fund owner.

We will also focus on the issues of duplication, fragmentation or movement between the archives of a private foundation of personal origin.

For example, the writer, playwright A. Tarazi, based on his statement, transferred it to the Central State Archive in 1983. As a result of the scientific and technical processing of documents, 193 cases were formed. The chronological framework covered the period from 1950 to 1984. In 2013, at the request of A. Tarazi himself, documents of personal origin were returned from the Central State Archive and transferred to the National Archive.

Another example of the transfer of funds of personal origin from the archive to the archive is that the fund of the state and public figure A. Rozybakiev and his family were kept in the Almaty regional

archive. The documents of the doctor's wife, Saadat Idayatovna, and the geologist's daughter Ninel Abdullayeva were collected in the family fund. In 2006, at the request of Ninel Abdullayeva, the daughter of the owner of the fund, the family fund from the Almaty regional Archive was returned and transferred for permanent storage to the Central State Archive (Ts GA RK F. 2421). The reason for moving between the two archives is explained by the proximity and convenience of the Central State Archive to the house of Ninel Abdullayeva.

The examination of guidebooks and reference literature on personal funds received by the archival library showed that the documents of figures who contributed to the development of the Republic are stored in the archives of the regions where they were born and grew up.

The private fund of the personal origin of the statesman and public figure Asanbai Askarov is kept in the State Archive of the Almaty region. The 1945-2006 fund has 272 storage units consisting of documents. The Central State Archive stores 178 items of documents from 1944-1998 (Ts GA RK F. 2237). In the Archive of the President of 1944-2002, the documents are grouped into 95 storage units. The same applies to the documents of S. Zhandosov. The foundation of the personal origin of the statesman and public figure Sanzhar Zhandosov is kept in several archives. In particular, 99 storage units are stored in the Almaty Regional Archive for the period from 1947 to 2000, and 102 storage units were formed in the Central State Archive for the period from 1932 to 2000 (Ts GA RK F. 2273).

Documents of the personal origin of the statesman and public figure Bijamal Ramazonova are kept in the Central State Archive. The Fund contains 361 storage units related to the period 1935-1982; 241 storage units related to the period 1942-2001; 216 storage units related to the period 1957-1982. Also in 2017, Bijamal Ramazonova transferred the remaining documents to the Archive of the President (Ts GA RK F. 997).

Work should be carried out to determine whether these funds of personal origin are duplicated or copied, original (Suleimenova, 2018: 354). Otherwise, it will lead to the fragmentation of the fund. Since a fund of personal origin has been formed and is in storage in this matter, other archives accept documents based on a person's application. The reason for this problem is that archives are moving not towards quality, but quantity.

Due to the increasing demand for documents of personal origin, republican, city, district archives of the country are massively engaged in acquiring

funds of personal origin. Even though these issues are found in world practice, we consider it necessary to optimize the sources of acquisition of documents of personal origin. I believe that the list of replenishment sources included in the database for the internal service of the Presidential Archive should be improved and made between archives. In addition, the list of sources should be checked and verified for compliance with the profile of archival activity, and also transferred to the leadership of the committee "Archival Affairs and Documentation Management", making changes, or a Center for the acquisition of documents of personal origin should be created between the archives, according to methodological recommendations. Thus, in city and district archives, the process of forming funds of personal origin is conducted independently. If this proposal had been accepted, the country would have developed a unified and optimized system for the formation of funds of personal origin.

Documents of a well-known person are transferred to the archive personally or by relatives. Before delivery, he enters into a contract based on the application of a well-known person. The contract is concluded between the archive and a well-known person. The type of this work is determined, first of all, by the legal status of documents of personal origin that are the property of the owners of the fund.

As an example, let's take the contract of the Central State Archive. The contract specifies the following issues:

1. The owner of the fund transfers the documents belonging to him for state storage to the "State Archive".
2. The accepted documents are received by the National Archival Fund of the Republic of Kazakhstan and from the moment of signing this agreement become state property.
3. The "State Archive" accepts for permanent state storage the documents of the owner of the fund (*types, composition of documents*) for _____ year.
4. The "State Archive" undertakes to carry out scientific and technical processing of the accepted documents and transfer 1 copy of the files to the owner of the fund.
5. The "State Archive" guarantees the full storage of the accepted documents, the fulfilment of all conditions set before it related to the use, storage, study of documents.
6. Conditions imposed by the owner of the document in connection with the use of documents:
7. The owner of the fund as his proxy _____ and grants him the right to use the documents at his disposal.

8. Additional conditions: _____

The contract comes into force from the date of its signing by both parties. The contract is drawn up in 2 copies in the Kazakh language, both have the same legal force [].

And in the Archive of the President is an agreement with the owner of the Fund as follows:

The owner of the Fund shall transfer personal documents side archive entitled to royalty-free, irrevocable state property, and the Archive is owned by the owner of the Fund, except in cases of limited contract for the organization of the archival Fund of personal papers and scientific expertise, the organization of their admission to public use.

Rights and obligations of the parties:

The owner of the foundation and his heirs have the rights:

- consideration of documents deposited for state storage;

- to receive a free photocopy of the foundation's documents of personal origin;

- limit the consideration of all documents of the personal fund for no more than 70 years (specify the period if there are restrictions);

- to receive for temporary use the documents of the fund of personal origin based on the act of the order;

- add additional documents and information to the fund of personal origin.

Archive Responsibilities:

- for storage and provision of scientific and technical processing of documents;

- at the request of the owner of the fund or family members to provide for temporary use a photocopy of documents or materials of the fund of personal origin

- to issue to the owner of the fund a receipt for receipt of inventories of cases, personal archival documents, an Act of handing over cases for state storage, 1 copy of the contract;

- to ensure compliance with the restrictions imposed by the fund owner on the free use of personal gene pool documents.

The Archive by the laws of the Republic of Kazakhstan "On the National Archival Fund and Archives", "On Copyright and Related Rights", the working procedure of the Archive of the President of the Republic of Kazakhstan on the use of documents of funds of personal origin, as well as with the written permission of the owner of the fund and his heirs in the presence of restrictions specified in this contract, has the right:

- provide information at the request of government agencies and citizens;

- provide materials to researchers working in the reading room;

- use materials for publication in mass media and scientific publications.

Based on such an agreement, documents of personal origin are accepted into the archive.

As we can see here, the contracts of the republican archives were concluded in different ways. The Central State Archive accepts documents of personal origin as a gift or based on an application from the owner of the fund. In addition, the owner or heir of the foundation has the right to restrict a private foundation of personal origin to open and closing certain documents. Researchers who have come to the reading room can get acquainted with open funds of personal origin. The restriction can be for a certain period. However, over time, restrictions imposed on certain documents, work on the opening of closed funds remain without end. The fact is that the extension or removal of the restriction is made only with the consent of the heir. As a rule, archival specialists cannot find if the heir has already passed away or his address has changed.

While the Presidential Archive provides documents of personal origin free of charge, free of charge, with a limit of up to 70 years on the documents of the owner or heir of the foundation, every researcher visiting the reading room must obtain permission from the owner or heir of the foundation. The contract was concluded based on the law "On the National Archival Fund and Archives", "On Copyright and Related Rights". This contract does not take into account the use of funds of personal origin. Every researcher interested in a foundation of personal origin leaves the work of obtaining a letter of authorization from the owner or heir of the foundation without end. Because most of the persons included in the sources of completing the archive of the President live in the city of Nur-Sultan. In addition, this process takes a lot of time. This question was raised by researchers back in the Soviet period. N. Volkova expressed her opinion on this issue as follows: "The issues of acquisition of materials of personal origin are closely related to the development of problems of the legal and legal order. The situation of property inheritance to a certain extent makes it easier to complete the state archives with the materials of personal funds. It is necessary, together with lawyers, to prepare proposals on this issue for introducing existing legislation"(Volkova, 1974:18). So, this issue has not been resolved yet. This suggests that the problem is relevant. Republican

archives need to legislatively review the contract together with lawyers. We also believe that in the case when the owner of the fund, after submitting his documents to the archive, the limitation period is indicated on certain documents, after the expiration of the limitation period, it is necessary to work on lifting the restriction in the archive through the Central Expert Audit Commission or a member of the commission established in the committee. In the newly accepted funds of personal origin, the main requirement is a handwritten basis and the earliest versions of creative documents or scientific works are taken for permanent storage. And at present, the number of documents on a handwritten basis is very small. After all, in the era of information technology, famous personalities transfer their creative and scientific works to the archive in typewritten and draft versions. It is also worth noting that the documents of the epistolary genre, considered the most valuable and interesting source, are not found in the fund. We consider it necessary that the work on the addendum through the agreement should be carried out unhindered.

So, during the Soviet period, the Central State Archive was replenished, receiving for fee documents of personal origin from the heirs of the owners of the fund. That is, manuscripts, letters, photo documents related to the creativity of the owner of the fund were evaluated and received on a paid basis. As an example, we can cite the documents of the composer, People's Artist of the Kazakh SSR Ye. Brusilovsky; statesman and public figure, a writer I. Omarov. There are also restrictions on purchased documents. These restrictions have remained until now.

In 2014, the documents of the personal origin of the scientist, orientalist Nasrullah-At Tarazi relating to the history of Kazakhstan were seized from the heir (Ts GA RK F. 2300). However, there are no restrictions on the personal fund of personal origin. Currently, there is no work on completing documents of personal origin in the archives on a paid basis.

One of the main functions of the archive is the use of documents, the implementation of work on the publication. If our researchers were restricted in their use, the documents of our persons recognized as exceptional work in all fields of literature, art, culture, science, politics and national economy, awarded state awards, contributed to the prosperity of the state, fell on the way to the security of the country, would remain unnoticed, dusty.

During the reception of documents from the owner of the fund, the chronology of documents is

clarified, annotations of photo documents are written, biographies, research papers related to scientific work or creativity are written. The formation of the fund through these types of work is as reliable as possible, the exact chronology of documents is included in the inventory. It will also be easier for specialists to navigate in the process of forming the fund. If the documents are submitted by the owner of the fund, these types of work will be performed in full. And in the case of filing documents from a well-known person by an heir or relatives, we cannot find out such information. This question has been raised by researchers before us. One of them, B. Gribanova, in his article says: "Unfortunately, archivists are more often approached not by the founders themselves, but by their descendants who are not set up for a serious partnership. It is advisable to try to ask them about their grandparents, parents, what kind of zhuz they were, or where they migrated from, when and where they were born, the time of marriage, the number of children born and brought up, dates of death, burial place, subsequent migrations, occupation. As a rule, with rare exceptions, there will not be an exhaustive answer to these questions. But if the required information comes to the archivist at least in partial volume, it should be reflected in the preface regarding the respondent (it may be one of the friends of the fund-builder) and the date of the conversation with him" (Gribanova, 2018:71). That is, in the case of the transfer of documents of a known person by an heir or relatives, documents and information about a known person are presented with distortion or without establishing the chronology of documents. Archivists who form a foundation of personal origin often face this problem in practice. Therefore, we believe that documents of personal origin should be provided during the lifetime of the owner of the fund.

Since documents of personal origin are presented haphazardly, separately, funds of personal origin are formed through methodological guidelines and recommendations. In the republican archives, the process of forming funds of private origin is conducted based on the methodological guide of the Central State Archive of Literature and Art of the city of Moscow "Methodological recommendations for working with documents of personal origin (literature and art)", published in 1990. This methodological guide is intended for literary and artistic figures. This methodological recommendation covers the issues of determining, categorizing, determining the value, features of documents of personal origin in the field of

literature and art, determining particularly valuable documents, the formation of cases, state accounting and storage, the use of scientific reference apparatus (Methodological recommendation, 1990:234). However, taking into account the diversity of the composition of documents of state and public figures, persons in the field of literature and art, persons in the field of technology and medical science, designers, technologists by the profile of the activities of the republican archives, this methodological instruction is carried out. Consequently, methodological guidelines and recommendations are one of the main issues in the archives of the country.

The methodological works compiled in the republican archives reflect the general types of documents of personal origin, which are supplemented. They are:

- biographical documents;
- documents related to official and public activities;
- creative documents;
- correspondence;
- property and economic documents;
- visual and phonodocuments;
- documents collected by the fund owner on various topics;
- documents related to health;
- documents about the owner of the fund (Abilova, 2014: 9).

This scheme is taken from the methodical manual of the archive of the President. The owners of the fund currently do not submit documents related to property and economic activities, health. At the same time, correspondence occurs in small quantities and only concerning the article of activity. All the listed types of documents are not found in the fund of personal origin.

The Archive of the President for systematization in the inventory groups, first of all, biographical documents of the owner of the fund. In the second section—Documents related to activities, in the third—creative documents, in the fourth—correspondence.

And according to the methodological instructions of the Central State Archive, they are grouped as follows:

- creative papers or scientific papers;
- documents related to official and public activities;
- documents donated to the owner of the fund with a signature;
- correspondence;
- biographical documents;
- documents about the owner of the fund;

· documents collected by the owner of the fund on various topics [Ashirova, 2017:7].

The reason for placing creative or scientific documents in the primary section of the inventory of the Central State Archive is explained by the fact that the owner of the fund was recognized as a creative or scientific activity. At the same time, it is very important.

As you can see, in the inventory, the types of documents of personal origin are grouped into different systems. Although this grouping system does not seem to be a mistake, we consider it necessary to unify the inventories of funds of personal origin in the archives.

So, in the Central State Archive in 2005, the work “Methodology for the peculiarities of the scientific description of the documents of the personal fund of writers and poets” was published. This methodological guide has been developed taking into account the composition of the funds of personal origin of the Central State Archive. This methodology presents the types, features, composition, and system of the scientific description of documents related to the creative activities of poets-writers and journalists. There are peculiarities in the systematization and ordering of funds of personal origin of writers and poets. The main feature is that the documents for creativity are placed in the first section.

Documents are divided into sections according to the following system:

1. creative documents of the fund owner
 - 1.1 Novels, novellas
 - 1.2 Plays, scripts
 - 1.3 Short stories, essays
 - 1.4 Poems, poems
 - 1.5 Articles, research
 - 1.6 Notes, memoirs, diaries
 - 1.7 Translations
 - 1.8 Reports, speeches
 - 1.9 Reviews
 - 1.10 Peer-reviewed records, copies, summaries
 - 1.11 Drawings [Auganbaeva, Askar, 2015: 4].

In the inventory, cases are formed and systematized in this order. In the methodological proposal, as an example, the methods of the scientific description of the names of cases are given. Based on this methodological recommendation, the documents of personal origin of poets, writers and journalists received by the Central State Archive are scientifically described. These types of documents are not found entirely in funds of personal origin but are grouped through this system. We believe that now it is necessary to develop a scheme for identifying

and systematizing types of documents related to the activities of government and public figures, scientists in the field of science and technology, medicine. As a result, a unified inventory system would be formed.

Currently, the republican archives publish methodological recommendations on the types of work within the archive whenever possible. Methodological recommendations are discussed by members of the expert audit commission established inside the archive.

Conclusion

We highlighted the problems that arise during the formation, systematization, acquisition of documents of personal origin, the conclusion of contracts and contracts with the owners of funds. In the list of sources of replenishment for the acquisition of funds of personal origin, such topical issues as duplication of names of persons, fragmentation of funds, transfer of funds between archives have been identified.

I believe that the list of replenishment sources included in the database for the internal service of the Presidential Archive should be improved and made between archives. In addition, I think that the list of sources should be handed over to the leadership of the committee "Archival Affairs and Documentation Management", which will check, verify and make changes to the profile of archival activities, or, according to methodological recommendations,

supplement personal documents with archives. Since in city and district archives, the process of forming funds of personal origin is conducted independently. Also, a unified and optimized system for the formation of funds of personal origin will be formed in the country.

We believe that the addition of documents of personal origin should lay the foundations of scientific principles of division into complexes of republican, city, regional and district significance.

The Republican archives need to review the contract together with lawyers. We also believe that after the owner of the fund submits his documents to the archive, in the case of restrictions on certain documents with an indication of the limitation period, after the expiration of the limitation period in the archive, it is necessary to work on lifting the restriction through the Central Expert Audit Commission or a member of the commission established in the committee.

It is necessary to combine and centralize methodological recommendations concerning documents of personal origin. It would be great work on the formation of funds of personal origin if the methodological proposal addressed the issues of formation, grouping, description, the definition of value, use, categorization, etc. Also, if a Center is created, guided by methodological recommendations, instructions, publications of guidebooks, published works related to the archival industry would be unified.

References

- Abilova T.E. (2014). Metodicheskiye rekomendatsii po rabote s dokumentami lichnogo proiskhozhdeniya v Arkhive Prezidenta Respubliki Kazakhstan [Methodological recommendations for working with documents of personal origin in the Archive of the President of the Republic of Kazakhstan]. Almaty. 36p..
- At-Tarazi N. Vostokoved [Orientalist]. TsGA RK F.2300.Op.1. D. 369.
- Ashirova A. (2017). Metodicheskiye rekomendatsii po rabote s dokumentami lichnogo proiskhozhdeniya RGU «Tsentral'nyy gosudarstvennyy arkhiv» RK [Methodological recommendations for working with documents of personal origin of the RSU "Central State Archive" of the Republic of Kazakhstan]. Almaty. 26p..
- Ashirova A. (2021). Spisok vladel'tsev lichnykh arkhivov, podlezhashchikh priyemu na gosudarstvennoye khraneniye TsGA RK [List of owners of personal archives to be accepted for state storage by the Central State Administration of the Republic of Kazakhstan]. Almaty. 28p..
- Auganbaeva G. Askar.A (2005). Akyn-zhazushylar men journalistterdin zheke kor kujattaryn gylymi tyrgyda sipattaudagy erekshelikter zhonindegі adisteme [Methodology for the features of scientific description of personal fund documents of poets, writers and journalists]. Almaty. 33p..
- Askarov A. partiynyy i obshchestvennyy deyatel' Kazakhstana [party and public figure of 'Kazakhstan] TsGA RK F.2237. Op.1. D. 148.
- Djaparov B. (2017). Sprovochniki po arkhivnym fondam lichnogo proiskhozhdeniya [Reference books on archival funds of personal origin]. Almaty. 363 p.
- Gribanova. E. (2018). Dokumenty lichnogo proiskhozhdeniya v TSGA NTD: Fondy yest', no net osnovy dlya izucheniya i ponimaniya lichnost [Documents of personal origin in the CGA NTD: There are funds, but there is no basis for studying and understanding the personality]. Document management issues.№2. pp.67-74.
- Konyrov.T. doktor filologicheskikh nauk, professor [Doctor of Philology, Professor] CSASTDRK F.184. Op.1. D. 50.

Mamonov. B. (1987). Rabota po sobiraniyu dokumentov lichnogo proiskhozhdeniya [Work on collecting documents of personal origin]. Soviet archives. № 4. pp.44-52.

Metodicheskiye rekomendatsii po rabote s dokumentami lichnogo proiskhozhdeniya (literatura i iskusstva). (1990). [Methodological recommendations for working with documents of personal origin (literature and art)]. Moscow. 234 p.

Metodicheskiye rekomendatsii po komplektovaniyu dokumentov lichnogo proiskhozhdeniya deyateley nauki, tekhniki arkhitektury i proizvodstv. (1992). [Methodological recommendations for completing documents of personal origin of scientists, engineers, architecture and production]. Almaty. 35 p.

Mazhitov Sh. Kandidat yuridicheskikh nauk, uchastnik velikoy otechestvennoy voyny [Candidate of Legal Sciences, participant of the Great Patriotic War]. CSASTDRK F.130. Op.1. D. 153.

Ramazanova. B. obshchestvennyy deyatel' [public figure]. TsGA RK. F. 997. Op.1.D. 361.

Rozybakiev A. Obshchestvennyy deyatel' [public figure]. TsGA RK. F. 2421. Op.1.D. 182.

Suleimenova. A. (2020). KR Prezidenti Arkhivinen zheke tektik kuzhattarmen tolyktyrudyn yktimal kozderinin tizimin kurastyru tazhırbiesinen [From the practice of compiling a list of possible sources of replenishment of the archive of the president of the Republic of Kazakhstan with documents of personal origin]. Information and methodological bulletin of the Archive of the President. № 3. pp.353-360.

Volkova. N. (1974). Komplektovaniye TSGALI SSSR materialami lichnykh arkhivov deyateley literatury i iskusstva [Acquisition of TsGALI of the USSR with materials of personal archives of literary and art figures]. Soviet archives. №2. pp.12-19.

Zhandosov. S. Obshchestvennyy deyatel' [public figure]. TsGA RK. F. 2273. Op.1.D. 102.

«Ultyq arkhiv qorının qujattarın jane basqa da arkhivtik qujattardı memlekettik jane arnauy memlekettik arkhivterdin jinaktaı, saktay, esepke aly men paydalany qagıdaları» (2018) [Rules for the collection, storage, accounting and use of documents of the national archival fund and other archival documents of state and special state archives”].