

The importance of modern information technologies in the activity of the state archive of Tashkent city

Darmonova Mashhur A Adildjanovna

Institute of History of the Academy of Sciences of Uzbekistan

Abstract

The growth of the volume of archive documents is considered to be an actual issue for all the archives today. It takes a long time to find the relevant documents on many occasions. This article illustrates entire scheme of transferring the documents in digital form, organizing electronic database and searching system in order to solve the problem, the aim of digitalizing the activity of archives and the advantages of using modern information technologies are described in detail as well. Besides, the article gives information about taking copies of documents stored in State Archive of Tashkent city by means of modern technologies, to restore the quality of files, digitalizing the documents which have special importance.

Keywords: archive, file, fund, information technologies, digitalizing, confidential documents, important documents, digitalized documents, electronic copy, electronic card catalogue, national archive fund (NAF).

1. Introduction

The complex process of the development of society and state, its demands for getting and using information brought to establish archival institutions in the countries. Today it is difficult to imagine the modern socio-economical development and spiritual-educational progress without archival resources. Especially, in the archival documents the objective realities of different historical periods of time find their reflection.

State archive of Tashkent city takes an important place among more than 100 archive systems in the Republic of Uzbekistan. The state archive of Tashkent city, one of the great regional archives in the Republic, was established in 1973 ^[1] according to the decision of the executive committee of the council of public deputies of Tashkent city ^[2] on the basis of Tashkent region state archive. The documents representing the socio-economical, political and cultural life of Tashkent city in 1917-2017 are stored there. Nowadays, in the archive there are about 650 archive funds included in the National Archive Fund (NAF). In these funds there are more than 500 thousand files. In the archive funds the documents belonging to the Soviet time in 1917-1991 and the independence years of 1991-2010 are stored.

Nowadays in the archive not only keeping the documents, but also making copies of them by means of modern technologies, restoring the faded texts and digitalizing the important documents ^[3], that is creating electronic base of archival documents by transferring into electronic form are being carried out at stepped up paces.

In the 38000 files of the documents stored in the state archive of Tashkent city the sources are included in the specially important (valuable) documents. In order to provide long storage of these documents electronic base of using them is being created. During 2018 more than 31 thousand snapshots of more than 200 files of documents, that's 7 percent of specially important documents were digitalized ^[4].

By the rapid development of information technologies new

forms of documents, that's electronic documents made by means of computer technologies came into existence.

In order to create information base of the documents the archive began work out the electronic searching system from 2010. The informatization of the activity of the archive is being carried out by transferring the original documents into digital bases, giving the electronic copies of the archival documents to the users and making electronic data base of the available funds.

The main aim of the informatization of the activity of the archive

- Forming interarchival and general automatic count and scientific informational documents;
- Strengthening the discipline of performance, increasing the speed of searching the data in fulfilling the requests about the archives;
- Making accounts of the documents of the archival funds of Tashkent city;
- Giving the users the electronic copies of the documents and following the statistics of usage;
- Forming the insurance and usage funds of the documents;
- Conducting scientific research and methodological works in the archives using information technologies and publishing the collection of the documents;
- Keeping systemness in solving technological and informatization works of individual and several archives and creating one program-technical collection, information base in the sphere of the agency "Uzarchive";
- Classifying the electronic information in the field, giving to use and making the methods of remaking the same.

Creating electronic insurance copies of the extremely valuable documents in the state archive of Tashkent city, first of all, provides delivering the original copies of the documents to the future generation. Today such kind of

documents are comprising the base of exchanging the documents in all the state organizations, banks and nongovernmental organizations in the Republic.

In the new era of the development in all the organizations, enterprises, archives and other institutions in the country all types of working process are meant to be carried out without paper by means of electronic documents. Only those who know about the future of the electronic documents can fully realize its significance.

When using the original copies of the archival documents, the users, the surrounding light and other factors shorten the life of the documents. In solving such problems it is effective to implement widely the modern information technologies.

Taking the positive sides and conveniences of working with electronic documents into account, in order to preserve the archival documents make comfortable conditions for researchers, transferring the very valuable documents into electronic form and on this base creating their insurance funds are being carried out. For example, creating electronic form of the 10,081 very valuable documents in 10 funds of "Tashgorispolkom" by the state archive of Tashkent city comprised 15000 files in 2012, today this indication includes 35000 snapshots [5].

It is known that the users get the necessary information from the document and during the process of scientific works the document get worse. Preventing such situations and due to other demands transferring the archival documents into electronic form is the demand of the time.

It is important to mention that every year on average 12-14 thousand files of administrative and personal documents come to the state archive of Tashkent city. So, searching the documents that the users booked takes a long time. Such situations make a number of uncomfortableness for the users.

Besides that, while using the archival documents, some damage may be caused, that's the necessary page of the document could be torn off or the notes could be changed. And such situations will cause the loss of the information in the documents.

In order to lengthen the life of the documents special chemical mixtures are sprayed on them. In this case both the staff of the archive and the users' health get great damage.

In solving this problem as a result of exchanging experiment of Uzbekistan with other foreign countries in the field of archive works the demand for the wide implementation of modern computer technologies is increasing [6]. It is necessary to create electronic form of the catalogue of the archival documents by means of modern computer technologies. So that it is possible to know in which store-room, in which fund the document is, and even it is possible to get brief information about the document as well. And it will save the time in searching the documents. First of all electronic bases of the documents are created in order to mak them available on the computer. For this a special condition with digital camera, computer, stand camera, scanner and other helping devices is required.

Nowadays the "Canon PC-1234" camera, which is being used in the archive, automatically shoots high quality according to the state of the document. The photographed documents are transformed to the computer and saved in special files.

When the photographs (in JPG format) are worked out by the help of the program "PhotoShop" and made books in

PDF format, it will be more easy to use them and search the electronic copies of the necessary documents. If the documents are saved as PDF, their size will decrease and as a result there will be a chance of saving more documents in the computer.

For converting the electronic copies of the documents in JPG format to PDF format the programs like "AdobeReader, AdobeAcrobat, FineReader, FoxitPhantom, FoxitReader and PicJat" are widely used.

The working experiment of the archive in this way shows the conveniences of the electronic information base rather than paper documents in the followings:

1. Economical effectiveness

Creating electronic information base will cost quite cheaper rather than the waste of the time to search the paper documents and work with them.

2. Operativeness

Electronic information base enables to use the electronic forms of the documents easily and quickly. All the data in the archive are exactly systemized – searching the necessary information, taking a xerocopy of it, printing take a certain few seconds. The effectiveness of using the documents and the conveniences of electronic archive give the following opportunities: due to this or that feature (for example, the name of the organization, type or time of the document) a quick search, topically sorting and separating into periods.

3. Reliability and long-time storage

All the digital documents are characterized by not losing their quality during the years passed. High quality CDs are used to save the electronic copies of the documents. Changing the electronic bases is carried out before the year of warranty. It is connected with the rapid development and innovations of technical devices. The paper-based documents will physically be damaged after several decades in the consequence of using. In addition, the creation of the electronic base of the documents delays the saving time of the original paper documents and also prevents them from getting damaged.

4. The unlimited opportunities of using and distant search

In using the electronic documents different from paper documents, several users on different computers can use the same document at the same time.

In creating the electronic form of the documents different program providers are used. In this case that the organizations in the same system use different programs in the working process may cause certain problems in funding them.

Moreover, the following characteristic attracts the attention in working with the document in electronic form. As a rule, running the electronic document continues until the organizations is finished or reestablished. Saving the electronic documents run during this period is put on the responsibility of a certain department or a person in charge. Archivists have no opportunity to collect and sort them.

Thus, taking into account the official expiring time and the technics becoming old and new quickly, registering these documents and preparing them to give archives to store is delayed for a certain time or never sent. Using modern information technologies cost expensive. Now the

organizations say that sending the documents together with the related program providers and copying the documents into the modern factors require certain amount of money.

In a number of organizations the electronic document exchange and “electronic archive” system is being implemented. The archivists, first of all, are interested in the information base of the electronic archive and document exchange system, which can be used as an information base. Besides that, the electronic archives of the organizations can serve as a ready fund. The main problem related to it, as it was mentioned above, is that the organizations use different programs. In the most simple cases the electronic document exchange system includes only the register card of the document, in the complicated systems the document or the text is loaded in the electronic card.

In general, informatization of the activities of the archives, transferring the documents of the National archive funds into electronic form is not only the process connected with the increase of the demand of the society for getting information, but also the necessity in the field of archival works that must be adapted to the demand of the time in the quick changeable information phase.

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