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Solmaz Sadıqova

<https://orcid.org/0000-0003-4780-0163>

Associate professor, Doctor of philosophy in history, Baku State University document management department, Azerbaijan, solmaz_bdu@mail.ru

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The Establishment of the Methodological Activity of the National Archives Administration

Abstract

One of the most important features of human history has been the recording and preservation of written information. Since the invention of writing, information about people's activities, laws, economic and cultural life has been recorded and preserved. Over time, these records have created archives that play an important role in management, law, science and social life. Archival work has developed as a special field of activity that ensures the collection, systematization, preservation and presentation of these documents for future use. The article reviews the history and organization of archival work, the formation, history and evolution of archives and work with documents in them. State archives also form the history of the creation and development of world archives, and ideas about the organization of archives. To obtain information about the content and composition of the National Archive Fund of the Republic of Azerbaijan, using traditional types of archival information systems, to ensure the search for this information, to study the modernization of archival work, the digitization of archival documents and the creation of a single electronic archival information system by applying information and communication technologies; to coordinate the work of state archives and branches of the state archive directly subordinate to the Department and ensure their activities, to regulate the development of archival work in the republic and scientific and technical progress in this area, to provide methodological assistance to state archives, departments and non-state archives, and to investigate other issues.



<https://dergipark.org.tr/tr/pub/atdd>

Keywords: *National Archives Department, methodological activities, state archives, non-state archives, information provision*

Milli Arşiv İdaresi'nin Metodolojik Faaliyetinin Kurulması

Öz

İnsanlık tarihinin en önemli özelliklerinden biri yazılı bilginin kaydedilmesi ve korunması olmuştur. Yazının icadından bu yana insanların faaliyetleri, yasaları, ekonomik ve kültürel yaşamları hakkındaki bilgiler kaydedilmiş ve korunmuştur. Zaman içinde bu kayıtlar yönetim, hukuk, bilim ve sosyal yaşamda önemli rol oynayan arşivleri oluşturmuştur. Arşivcilik, bu belgelerin toplanmasını, sistematize edilmesini, korunmasını ve gelecekte kullanılmak üzere sunulmasını sağlayan özel bir faaliyet alanı olarak gelişmiştir. Makale, arşiv çalışmalarının tarihini ve organizasyonunu, arşivlerin oluşumunu, tarihini ve evrimini ve içlerindeki belgelerle çalışmayı gözden geçirmektedir. Devlet arşivleri aynı zamanda dünya arşivlerinin oluşturulması ve geliştirilmesinin tarihini ve arşivlerin organizasyonu hakkındaki fikirleri oluşturur. Geleneksel arşiv bilgi sistemlerini kullanarak Azerbaycan Cumhuriyeti Milli Arşiv Fonu'nun içeriği ve bileşimi hakkında bilgi edinmek, bu bilgilerin araştırılmasını sağlamak, arşiv çalışmalarının modernizasyonu, arşiv belgelerinin dijitalleştirilmesi ve bilgi ve iletişim teknolojilerini uygulayarak tek bir elektronik arşiv bilgi sisteminin oluşturulması üzerinde çalışmak; Devlet arşivlerinin ve doğrudan Daire'ye bağlı devlet arşivi şubelerinin çalışmalarını koordine etmek ve faaliyetlerini sağlamak, cumhuriyetteki arşiv çalışmalarının gelişimini ve bu alandaki bilimsel ve teknik ilerlemeyi düzenlemek, devlet arşivlerine, dairelerine ve devlet dışı arşivlere metodolojik yardım sağlamak ve diğer konuları araştırmak.

Anahtar Kelimeler: *Milli Arşiv Dairesi, metodolojik faaliyetler, devlet arşivleri, devlet dışı arşivler, bilgi sağlama*

Introduction

The preservation, management and transmission of information and knowledge to future generations have always been of vital importance in human society. The development of civilizations is impossible without the recording and storage of information about state administration, legal relations, cultural and scientific heritage. The main problem is that the loss, destruction or improper storage of these documents inflicts a great blow to both the state structure and the historical memory of society. For this reason, the emergence and development of archival work has emerged to overcome many difficulties. The formulation of the issue is as follows:

- How should the problem of storing and protecting documents be solved?
- On the basis of what rules should the systematization and classification of documents be carried out?

- How should the balance of accessibility and confidentiality of information in archives be ensured?
- How can digitalization contribute to the development of archival work in the modern era?
- How should the role of archives in the scientific and cultural development of society be ensured?

The solution to these problems is possible with the proper organization and development of archival work. For states and societies, archives have not only the function of storing documents, but also important functions such as preserving historical memory, ensuring transparency, and transmitting knowledge to future generations.

To coordinate the organization of archival work in the state bodies of the Republic of Azerbaijan; To analyze the state of archival work in the Republic, to prepare a concept and strategy for its development, taking into account the specifics of the field, to participate in the formation of state policy in the field of archival work and to ensure its implementation.

1. The main part

The history of the formation of archives is closely related to the formation of states and the development of societies. The first archives were intended to preserve documents of state administration and religious organizations. However, over time, archives have begun to play an important role in scientific research, legal and social issues. In modern times, archival work has become a more complex and systematic field due to the influence of information technologies (On the National Archive Fund, 1999). Archives were of vital importance for state and religious organizations during the period of ancient civilizations. The first written documents appeared in Mesopotamia in the 4th millennium BC. During this period, documents written on clay tablets were stored in special places. Archives found in the Babylonian, Assyrian and Sumerian states have conveyed important information about the laws, trade transactions and religious ceremonies of the time to the present day. During these periods, archives provided physical protection of documents and were accessible only to special persons. In the Middle Ages, archives were mainly located in churches, monasteries and feudal palaces. During this period, archives were intended to preserve religious documents, writings on land ownership and administrative decisions.

- Archives in the Islamic world – During the Caliphate period, documents related to state administration were collected and preserved in institutions called "divans". For example, during the Abbasid period, state administrative documents were kept according to special rules.

- In European monarchies – countries such as England, France and Germany, documents of royal palaces were kept secret and were of great importance for state administration.

Towards the end of the Middle Ages, with the centralization of states, archives became more systematic and the preservation of documents began to be based on special rules.

In the 16th-18th centuries, with the strengthening of states and the increasing importance of written documents in administration, archives developed further. New principles and standards of archival work began to take shape.

- The Revolution of 1789 in France – As a result of the revolution, the principle of secrecy of archives changed and state archives were opened to the public. This event was an important turning point in the democratization of archives.

- The role of archives in administration – The documentation and storage of decisions and laws in public administration ensured transparency and efficiency in legal and administrative matters.

During this period, significant progress was made in the field of classification and systematization of documents.

In the 19th and 20th centuries, the storage and archiving of documents began to be carried out on a scientific basis. The main principles of modern archival work were formed during this period:

- Scientific approach – scientific methods were applied for cataloging, classifying and registering documents.

- Technological development – new materials and technologies began to be used for document preservation.

- International standards – in 1948, the International Council on Archives (ICA) was established and international standards were applied in archival work.

In the 21st century, digital technologies marked the beginning of a new stage in archival work. The digitization of documents and the creation of electronic archives facilitated the preservation and use of documents. These innovations helped solve a number of problems:

- Storage space – thanks to digital archives, large volumes of documents are preserved without requiring physical space.

- Data security – the risk of data loss is reduced by storing multiple copies of documents in electronic archives.

- Public accessibility – documents are accessible to the general public via the Internet.

Archival work is an important area for preserving the historical memory of society and passing it on to future generations. From ancient times to the present day, the development of archives has played an important role in management, legal issues and scientific research. Modern technologies make the preservation and use of archives more efficient and accessible.

The archival work of Azerbaijan has gone through important stages in its historical development. In particular, the period of the Azerbaijan Democratic Republic stands out as an important stage in the formation of an independent archival system. Until this period, there was no unified archival system in Northern Azerbaijan. During the reign of Tsarist Russia, the organization of archives was not at an adequate level, and the issue of document storage was not strictly regulated.

The complex socio-political conditions in 1917-1918 made it difficult to preserve documents of state departments and private enterprises in the country. This situation necessitated the government of the Azerbaijan Democratic Republic to pay special attention to the issue of archives. The government, continuing its activities first in Tbilisi, and then in Ganja, and after moving to Baku, began to take serious steps regarding the preservation of state documents. In particular, the decision adopted by the State Control Department on November 3, 1918, emphasized the fact that the documents of state bodies were in a fragmented state during the war and revolution, and therefore the importance of document preservation was emphasized. Documents discovered during this period were immediately listed, collected, and stored.

The instruction adopted by the Ministry of Foreign Affairs of the Azerbaijan Democratic Republic on July 9, 1919, regulated the issue of preserving documents of state departments and systematizing archival work. According to this instruction, persons called archivists were responsible for collecting and systematizing documents. Thus, the period of the Azerbaijan Democratic Republic is characterized by the laying of the foundations of archival work.

The modern form of the state archival system of Azerbaijan was organized by the decree "On the Organization of the Unified State Archival Fund and the Creation of the Central State Archive" adopted by the Azerbaijan Revolutionary Committee on April 28, 1920, after the occupation of the Azerbaijan Democratic Republic by Soviet Russia. This decree envisaged the centralization and concentration of archival documents in a single institution. It was this period that laid the foundation for the centralization and systematization of Azerbaijani archival work. The Central State Archive of Azerbaijan established in March 1921, was the first serious initiative in this field. Professional personnel in the field of archives, including A.

Subhanverdikhanov, Y. Pokhomov, and A. Shakhtakhtinsky, played an important role in the establishment of archival work. The decree "On Archival Work in the Azerbaijan SSR" adopted in 1925 provided for the transfer of archival materials to the Central State Archive, thereby further centralizing the archival system.

After 1930, the Central Archives Department of the Republic of Azerbaijan was established and its statute was approved. The decisions adopted regarding the use of archival documents refined the requirements for the preservation and use of archival materials. In 1938, the Central State Archive of the October Revolution and Socialist Construction was established, and the systematic collection and storage of archival documents continued. During World War II, archives ensured the preservation of important documents by operating in accordance with the requirements of the war. After the war, great attention was paid to the development of archival work, personnel training, and the improvement of scientific and methodological management.

In 1961, with the approval of the "Regulations on the Archives Department under the Council of Ministers of the Azerbaijan SSR", the organizational and scientific-methodological management of archival work was assigned to this institution. The decisions taken in 1963-1969 were important steps towards further improving the archival system.

The national leader of the Republic of Azerbaijan, Heydar Aliyev, paid special attention and care to archival work. During the time the great leader was in power, a number of important reforms were carried out in the direction of developing archival work, preserving historical heritage and passing it on to future generations. Heydar Aliyev constantly emphasized that preserving the customs, traditions, history and culture of the people is an important factor confirming the existence of every nation. During his leadership, archival documents played an important role not only as a means for analyzing the past, but also in conveying the cultural heritage and political history of the people to future generations. The great leader knew well that the history of a people is written more accurately and reliably on the basis of documents and archives, which are its primary sources.

After Heydar Aliyev came to political leadership on July 14, 1969, he paid special attention to organizing archival work in the country in accordance with modern requirements. At the meeting of the Central Committee held in August 1969, the state of archival work was discussed and urgent measures were ordered to be taken to improve this area. The main purpose of these measures is to protect archival documents and ensure their scientific and historical preservation (Rasulov, 2023). Under the leadership of the Great Leader, a number of important

decisions were made by the Council of Ministers of the Azerbaijan SSR in the direction of developing archival work. The decisions made on April 8, 1970 and April 23, 1973 determined urgent measures for the improvement and further development of archival work. These decisions considered in detail issues such as more effective management of archival work in state bodies and departments, the transfer of documents with a permanent storage period to state protection, and the provision of documents with modern equipment. Heydar Aliyev also paid attention to strengthening the material and technical base of archival work and the development of personnel potential. Starting from the 1969/1970 academic year, he began to organize groups in the history faculty of Azerbaijan State University on the specialty of historian-archivist. This initiative was aimed at the professional development of archivists and the preparation of personnel who meet the requirements of the modern era. Since 1979, programs for professional development and additional education of archivists have been implemented at the Moscow Institute of History and Archives.

Under the leadership of Heydar Aliyev, important steps were taken to modernize and expand archival work. Between 1969 and 1982, six state archives, 15 branches of the State Archives, and 44 district state archives were established in Azerbaijan. During this period, the structures of archival departments in the Nakhchivan Autonomous Republic and the Nagorno-Karabakh Autonomous Region were also approved. Various measures were taken to organize archival work, strengthen personnel potential, and strengthen the material and technical base (Rasulov, 2023). At the initiative of the Great Leader, in 1982, at the event marking the 60th anniversary of the Party Historical Archive, the services of archivists and scientists were highly appreciated, and their role in preserving the history and culture of Azerbaijan was noted. Speaking at this event, Heydar Aliyev showed great respect and honor to the work of archivists. The Great Leader said about these selfless scholars and archivists: *"We express our great respect and sincere gratitude to the selfless scholars and simple, humble archivists who collect and preserve archives, who laid the foundation of historical science, who built and created it, and who collected line by line the unique documents of the struggle of the Azerbaijani people for the happiness of their people."*

Heydar Aliyev, along with laying the foundation for Azerbaijan's independence and strong state-building, also paid special attention to the preservation of the historical and cultural heritage of his people. Strategic steps taken during his reign aimed not only at preserving our history, but also at ensuring the delivery of accurate and complete information to future generations. As a continuation of this process, President Ilham Aliyev, developing the steps

taken in this area, implemented new reforms in accordance with the requirements of the modern era. The attention paid by Heydar Aliyev to archival policy was also aimed at the preservation of historical documents that formed the foundations of our independence. The opening of a new, modern building handed over to the state archives in 2008 was one of the important steps taken in this direction. This building created an opportunity to expand the National Archives Fund, which plays an important role in preserving the country's history. President Ilham Aliyev attached great importance to the development of archival policy on the foundation laid by Heydar Aliyev. The approval of the “State Program on the Development of Archival Work in the Republic of Azerbaijan for 2020-2025” in 2020 opened up new opportunities for the future development of this field. The program includes many important tasks in the direction of adapting archival work in the country to the requirements of the modern era, bringing documents related to Azerbaijan stored in foreign countries, digitizing archival documents, and applying modern technologies.

Within the framework of these measures, the archival legislation of the Republic of Azerbaijan has been improved, adapted to international practice, and transparency in the management of state archives has been increased. Ilham Aliyev, leading significant reforms in the field of preservation and use of archival documents, ensured the construction of new archival buildings within the country or the adaptation of existing buildings to modern requirements.

Taking into account the modern requirements of archival work, President Ilham Aliyev paid special attention to the application of information technologies. The Electronic Archive Information System (EAMS), introduced in 2022, has enabled citizens to access archival documents faster and easier. This system has made the digitization and protection of archival documents more effective. Currently, detailed information on more than 10,000 archival holdings included in the National Archives Fund is provided online, and the database is enriched with new documents every day.

Digitization works ensure not only the preservation of information, but also more efficient access to information. These works are also important in terms of protecting archival documents from external influences and minimizing the risks of information loss. Digital preservation of archival documents will ensure the preservation of this information for a longer period of time in the future and the preservation of the historical heritage of the people.

The attention paid by Heydar Aliyev to archival work was a policy aimed not only at preserving the past, but also at delivering accurate and reliable information to future generations. President

Ilham Aliyev, continuing this policy, has developed archival work in accordance with the requirements of the modern era and, integrating it with new technologies, has created new perspectives for the preservation and use of archival documents. This process will ensure the accurate delivery of the history of Azerbaijan's statehood to future generations and will further develop the work in the field of preserving the historical heritage of our country.

Thus, the historical development of the archival system of Azerbaijan has been rich in significant steps as an important area serving to preserve the history of the state and society. The National Archives Department is the main state institution carrying out methodological activities in the Republic of Azerbaijan for the purpose of organizing, developing and adapting archival work to modern standards. This activity aims to form and improve the scientific and methodological foundations of completing, preserving, accounting and using archives. Methodological activities ensure the development of archival management in a unified system and serve to preserve the historical memory of the state.

The main objectives of the methodological activities of the National Archives Department are as follows:

1. Organizing archival work according to unified standards: Preparing and applying methodological instructions for standardizing and systematizing archival work across the republic.
2. Improving document management: Preparing and applying methodological instructions for the creation, storage and protection of documents in state and non-state departments.
3. Preservation of historical and cultural heritage: Ensuring the preservation of documents of the National Archives Fund with modern methods and their transfer to future generations.
4. Personnel training and improvement: Conducting methodological trainings and teaching new methods to improve the qualification level of archival workers.
5. Conducting scientific and methodological research: Conducting scientific and methodological research aimed at solving modern problems of archival work and applying its results to practice.

The National Archives Department prepares a number of methodological instructions and normative documents covering various areas of archival work. These documents contribute to the correct and efficient management of archives. The main methodological documents are as follows:

- Exemplary lists of document retention periods: Determines the retention periods of documents in various state and private organizations.

- Rules for clerical work and document circulation: Provides methodological instructions on the creation and registration of documents in departments.

- Instructions for completing archives: Determines the methodological principles for providing the National Archives Fund with documents and preparing lists of sources for completion.

- Instructions on digitization of documents and electronic archives: Provides instructions on the storage and protection of archival documents in a digital environment.

These instructions and normative documents are adopted with the approval of the National Archives Department and are mandatory for all archival departments and organizations.

The following mechanisms are applied for the implementation of methodological activities:

1. Expert-Inspection Commissions (EYK): Conduct an examination of the value of documents in organizations and prepare recommendations on their protection.

2. Central Expert-Inspection Commission (MEYK): Conducts an examination of the value of documents at the republican level and directs the completion of state archives.

3. Advanced training courses for archivists: Training and seminars on the methodological foundations of archival work improve the knowledge and skills of archivists.

4. Scientific and methodological publications: Scientific works, methodological instructions and textbooks covering theoretical and practical issues related to archival work are published.

The theoretical basis of methodological activity is based on the general principles of documentation and archival work. These principles cover the processes from the creation of a document to its preservation in the archive:

- Systematicity: Implementation of document management and preservation within a single system.

- Scientific validity: Basing methodological approaches on the results of scientific research.

- Normativity and legality: Organization of archival activity in accordance with legislative acts and state standards.

- Innovation: Application of new technologies and development of digital archives.

- Methodological activity of the National Archives Department ensures the development of the country's archival system in accordance with modern requirements. Thanks to this activity:

1. Archives management is organized on the basis of single standards;
2. Protection of historical and cultural heritage is ensured;
3. Objective assessment of the value of documents is carried out;
4. Professional personnel potential in the archival field is increased.

All this makes a significant contribution to the modern development of the country's archival work and meeting the information needs of society.

Archival work is an important area aimed at preserving the written and documented image of the country's history, culture and socio-economic development and presenting it to future generations. The development of archival work in our republic, especially the regulation of scientific and technical progress, plays an important role in methodologically supporting the activities of both state and non-state archives. The steps taken in this area are aimed not only at storing and protecting information, but also at ensuring faster and more reliable processing of archival documents with modern technologies.

The development of archival work in the Republic of Azerbaijan is being regulated in accordance with the requirements of the modern era. The development of archival preservation and storage technology is a direct result of modern scientific and technical progress. The development of this area requires the adaptation of the technologies used in the process of preserving and storing documents to the requirements of the modern era. New technologies such as digitization, automation, and the use of electronic media increase the quality of archival work, making information preservation and search faster and more efficient.

Sources for the completion of the national archive fund cover a wide range. These sources are mainly divided into two categories:

1. State Institutions:

- Executive authorities of the Republic of Azerbaijan
- Courts
- Defense, national security and internal affairs bodies
- Scientific and educational institutions
- State organizations operating in the field of geodesy and mapping, ecology and natural

resources

2. Non-State Institutions and Individuals:

- Private organizations and enterprises
- Non-governmental organizations (NGOs)
- Documents created by individuals

Lists of sources for completion are prepared by the relevant state archives and approved by the National Archives Department. Based on these lists, the process of including documents in the archive fund is organized.

The completion of the national archive fund is based on the following principles:

- Systematicity: Consistent and purposeful collection of documents.
- Completeness: Comprehensive and complete storage of documents included in the archive fund.
- Selectivity: Preventing the inclusion of documents that are not of historical, social, or cultural significance in the collection.
- Scientific Substantiality: Compiling documents based on an expert assessment of their value.

Documents included in the national archive fund are temporarily stored in the archives of the departments. Depending on the type and importance of the documents, different periods of protection have been established:

1. Documents of the Republican State Power Bodies: 15 years
2. Documents of the District and City State Power Bodies: 5 years
3. Documents of Local Self-Government Bodies: 5 years
4. Scientific and Technical Documents: Until the period of their practical significance, but not more than 15 years
5. Cinema, Photo, Phono and Video Documents: 3 years
6. Civil Status Acts and Notarial Documents: 75 years

After the expiration of the protection periods, the documents are transferred to the state archives. Documents created in the fields of national security, defense and internal affairs are permanently stored in the archives of these institutions.

Expertise of the value of documents is a process carried out to determine their historical, scientific, legal and practical significance. This process plays a key role in deciding whether documents should be kept permanently or temporarily. The examination takes into account the following aspects of the documents: (İsmayilov & Khalafova, 2024).

- Historical Value: Information reflecting the historical development of the state and society.

- Scientific Value: Information of importance for scientific research and educational purposes.

- Legal Value: Documents that can be used in solving legal issues.

- Practical Value: Documents that are important for the continuity and management of certain activities.

Stages of the Examination Process (Time and production norms of the main types of work performed in state archives, 2018).

1. Initial Examination: Documents are carried out in the office of the department at the time of their creation.

2. Secondary Examination: Documents are re-evaluated during their temporary storage in the department's archives.

3. Final Examination: Documents are carried out in the state archives for permanent preservation.

This process is managed by the Central Expert-Review Commission (MEYK). After approval, the decisions of the MEYK become mandatory for execution.

The National Archives Department supervises the activities of the departmental archives and provides methodological guidance. The work of the departmental archives is organized in the following directions:

1. Registration and Classification of Documents: Proper grouping of documents according to their types and importance.

2. Ensuring Storage Conditions: Creating the necessary environment for the physical and digital preservation of documents.

3. Inventory: Regularly monitoring documents through inventory lists.

4. Transfer-Delivery Processes: Transferring documents to the state archives when their preservation periods expire.

Since 2004, normative documents have been developed regulating the retention periods of documents in various fields. For example:

- "Archive Manual on the Banking System"

- "Retention Periods of Documents in Prosecutorial Bodies"

- "Retention Periods of Documents of the Ministry of Finance"

- "List of Documents of the State Statistics Committee"

These instructions ensure the proper functioning of departmental archives and serve to standardize archival work. Articles by (Sadıqova, 2016), (İsmayilov; Gasimli, 2022),

(İsmayilov, Khudiyeva, 2022), (İsmayilov; Khalafova, 2023), (Sadigova, 2021), (Sadigova, 2024), (Sadigova; Nurullayev, 2024), (Sadigova, Mammadova, 2023) on various fields of science have been published in reputable, indexed scientific journals.

The completion of the national archive fund and the proper organization of departmental archives ensure the preservation of the historical, legal and cultural heritage of the Republic of Azerbaijan. As a result of the control and methodological guidance of the National Archives Department, systematic and scientific storage of documents is carried out. Continuous improvement of these activities serves to preserve national memory and pass it on to future generations. State archives consider preserving the country's historical documents and presenting this information to future generations as their main goal. However, non-state archives, in turn, also play an important role in preserving the country's historical heritage. Providing methodological assistance to these archives helps optimize their activities and ensure high-quality document preservation.

Methodological guidance provided by the state for the development of archival work is the main support provided to both state and non-state archives. Regulatory and legal documents prepared by the State Archives Department play the role of methodological guidance in the organization and management of archives. These documents are also of great importance in adapting archival work to modern requirements and ensuring scientific and technical progress. At the same time, commissions and working groups consisting of experienced specialists are organized to solve practical problems encountered in archival work. These groups develop methodological recommendations on the work of archives, conduct trainings and cooperate with non-state archives. Non-state archives, in addition to being archives operating in the private sector or independent organizations, should operate on the same methodological basis as state archives.

One of the important innovations in the protection and storage of archival documents in the republic is the application of ICT. Digitization of archival documents reduces the risk of data loss, and also makes it possible to search and use archival documents faster. Electronic archives allow citizens to access archival materials faster and easier.

One of the most important steps among the works carried out in this direction is the Electronic Archive Information System (EAMS). This system makes the management of state and non-state archives more modern and easier. Digitization of archival documents also helps to protect information, make archives more operational, and prevent information loss.

The development of archival work and the regulation of scientific and technical progress ensure not only the protection of information, but also the more operational and reliable delivery of this information to future generations. Providing methodological assistance to state and non-state archives is an important step for the development of this field, as well as helping to improve the quality of the work of archives and adapt them to the requirements of the modern era. Steps to be taken in the field of preservation and use of archival documents create a basis for the preservation of the historical heritage of Azerbaijan and its presentation to future generations.

Conclusion

The development of archival work in the republic and the scientific and technical progress in this field are to be studied, providing methodological assistance to state archives, administrative and non-state archives, etc. The main objective of the work is to organize scientific and methodological activities in the National Archives Department, and to carry out scientific and methodological activities in 6 state archives of republican importance subordinate to the National Archives Department of the Republic of Azerbaijan, 15 branches of the State Archives, the State Archives of the Nakhchivan Autonomous Republic, as well as 55 regional and city state archives. Various state programs and legislative acts on the development of archival work in the republic have been adopted, creating a basis for the implementation of scientific and technical progress in this field. Providing modern equipment for the protection of archival documents and digitizing documents is one of the main priorities in this area. For this purpose, special attention is paid to the application of modern scientific and technical standards based on international experience in archival work.

Archives are important information resources reflecting the history, culture and stages of development of each state. During the period of independence of Azerbaijan, the issues of improving archival work and completing the national archival fund are one of the main directions of state policy. The creation of the national archive fund and its regular enrichment with relevant documents serve to preserve the national heritage and pass it on to future generations. The regulation of this process, the proper collection and storage of documents are carried out by the National Archives of the Republic of Azerbaijan.

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