

## ORDER PAPERWORK DOCUMENTARIES IN THE 15TH - 17TH CENTURIES

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From the middle XV For centuries, as the Moscow Principality turned into a centralized state, the system of Russian office management developed. Clerical work of state institutions of Russia in the XVI-XVII centuries is commonly referred to as clerical work by the name of government institutions-orders. The origin of orders as structural units of management is connected with the practice of giving instructions (orders) of the grand knyaz to his subordinates.

The first institutions of the order (prikazny) type were the Grand Palace and the Kazan Prikaz. The stable way became known as the Stable Order. State orders were divided into functional and territorial ones. Military functions were performed by the Discharge Order. Local-in charge of land affairs, the Armory Chamber-the manufacture and storage of weapons. Police supervision in Moscow was carried out by the Zemstvo Court, the Embassy order was in charge of relations with foreign countries, etc. In some territories, special orders were in charge of all management issues: Moscow, Vladimir, Dmitrov, Ryazan, Kazan, Siberian [2, p. 10].

During the formation of the system of state orders, administrative structures responsible for managing the property and economy of the Russian Orthodox Church also developed. On the presence of special metropolitan orders in the middle XVI The first undisputed documentary references to metropolitan (and since 1589 – patriarchal) orders date back to the 1850s. The system of patriarchal orders was based on 3 administrative institutions: the Patriarchal Palace, Discharge and State Orders [4, p. 110].

Orders were the main governing bodies that exercised executive power. Consideration of petitions was assigned to the boyar, often the decision was delayed, a staff of subordinates was formed - clerks and sub-clerks, certain functions were distributed among them. Thus, step-by-step, office management appeared and the institution was formed.

The work of the administrative apparatus in Ancient Russia was based on several basic documents. The main ones were national legal acts, decrees of the tsar and sentences of the Boyar Duma, decisions of zemstvo councils, royal salaries and decree letters. Local self-government bodies were guided by letters of viceroy and gubernia letters, orders, as well as zemstvo charters.

Orders have developed a special management system. Judicial officers fixed and specified the official composition of the administrative staff. The first named Duma ranks: boyar - the highest dignitary close to the knyaz; okolnichy-the second highest rank after the boyar, Duma nobles. They were followed by boyar children - the lowest category of free service people, tselovalniki-posadsky people or Black-hundred peasants who were elected to various positions in local government bodies[1].

Duma officials were required to review all petitions, reporting on the most important ones to the tsar. The deacon belonged to the lowest category of free service people, his functions included the registration of spiritual certificates. Approximately from XV all courts take place in the presence of the deacon, together with the district clerks and duma officials.

Since the 16th century, there has been a division of clerks into dumny and prikazny. Duma clerks participated in the sessions of the Boyar Duma and served as judges in the main orders of the state-Discharge, Embassy, Local and Kazan Palace. Clerk clerks were assistants to judges in orders and

voivodes (in the field), headed small orders, supervised the activities of structural divisions of orders-tables. The junior rank of the clerical administration was sub-clerks, who were divided into three categories: "old" (senior), who were in charge of some orders of the provinces - structural divisions of the tables, and "middle" ones and "young" (junior). Among the "old ones" there was a special position of a sub-manager "with an attribution". Established custom, and then the law, defined the functions of service people. Oaths (special records) that were given by officials upon taking office, instructions to the memory of voivodes and special letters were a kind of prototype of job descriptions that listed the duties of a serving person, including in the field of office management. The employee handled judicial, administrative, and financial matters. Duma clerks reported to the Boyar Duma on the affairs of orders, formulated and they wrote down the tsar's decrees and Duma verdicts, signed them and other legislative acts (for example, the Code of 1649), made announcements about promotions in ranks, announced sentences. In the orders, the Duma clerks performed administrative functions: they authorized the transfer of money, the issuance of salaries. Clerks of orders prepared decisions on judicial and administrative matters, supervised the activities of clerks, including checking the amounts of money they had, signing the receipt and expenditure documentation, checking outgoing documents, and attributing notes to their accounts. certificates, memorials, and unsubscriptions were placed on the documents with marks that recorded the decisions of the judging panels on them. "Old" clerks ("with a signature"), were endowed with significant administrative independence, had the right to sign outgoing documents. The "old" clerks distributed the work among the clerks of their structural division, checked its execution, compiled drafts in accordance with the clerk's mark, made extracts from cases for reports to the judicial boards or the Boyar Duma, kept income and expense books, and were responsible for the archive. "Average" clerks ("with a reference") assured their signature, the correctness of writing the document, kept books of orders. [2, 11].

According to the nature of work with them, the documents of institutions were conditionally classified into internal, incoming ("pricylnye") and outgoing ("posylnye"). [2, 12] The main types of documents of ordered work were letters (royal decrees or decree letters), sentences, orders, reports, memos, unsubscriptions, petitions. At the same time, there were several varieties within each species. There were also documentation systems that recorded individual administrative functions: military, diplomatic, accounting and economic accounting, etc. [3, p. 13]

In XVI then there are certain rules for storing cases. The clerk was supposed to keep all the documents of court sessions. Clerks were not allowed to keep records for themselves. In case of violation, they were threatened with punishment on the trading floor and deprivation of the right to continue performing their duties. In the charter of the zemstvo charter of 1552, this measure of punishment for a zemstvo deacon was replaced by the death penalty. Severe penalties were imposed for the loss of documents. Documents were stored in boxes or chests, inside them-in boxes, bags, "boxes", and in some orders-in cabinets. For example, in the Local order there were mobile cabinets and cabinets built into the wall. The concept of an archive ("khranila", "treasury") appears as collections of historical documents and documents of state institutions. In the princely palace under Ivan III, such a "treasury" already existed.[2, p. 18]

In the first half of the 17th century, the creation of orders was formalized by a legislative act that defined its functions, staff, and budget. In the second half of the 17th century, a "specified number" of clerks was established for each order. However, there was no uniformity in the organization or competence of the orders. A group of people is formed whose only occupation is public service. The change in the state apparatus from institutions that served the grand ducal economy led to a hierarchy of institutions of a centralized state: Boyar Duma, orders, voivodeship huts. Work with documents focused in your hands a special one phone number - dyakov and clerks, whose number reached 4,657 by the end of the 17th century. A large category of people engaged in "clerical work" was formed, which stands out from the general service. Therefore, generated by a special one branch state-owned company services, there is a need for personnel training [2, p. 19].

The historical features of orders as public authorities consisted in the lack of separation of administrative and judicial authorities. The ordered administrative system was an important component of the state's mechanism. The process of creating orders continued until the XVIII century.

## References:

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