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The Establishment and Development of Legal Paperwork in Ukraine

The scientific article is devoted to research of historical formation and development office in Ukraine. Determined that any public authority in the normal course of business to some extent has to do with the documents, their preparation, acceptance, storage, performance and more. The documents displayed their multifaceted management activities. One form of the documents is paperwork. Due to the wide use of the term «document» in many areas of social activity it is understood differently in different areas of expertise, particularly in the documentation, computer science, archival and special in their respective fields of archives, museums and, of course, in documentation for management. Although the nature of the information document is obvious, the concept of «document» is defined differently, as a basis for the definition of take different criteria for the purpose of creating a document, its content, form, method of reproduction of information sphere of existence and so document. But whatever the attitude of the existing definitions of diversity, it is, in our view, regular as subject and tasks of each discipline that studies the documents has its own specifics. Every scientific discipline in defining document provides typically a single aspect. Thus, the historical science considers the document as an important source. As a means of documentation and proof of legal relations examined documents in legal science. Experts in the field believe the document management means fixing administrative actions.

It is investigated that the development of the national office dates back to ancient times and passed several stages. Today outsourcing covers the activities of each company, institution or organization, it is difficult to find an organization, which would have applied certain documents or system documents, but from the beginning paperwork concerned mainly documents issued by state and local governments and then it became such widespread nature.

Keywords: history of records management, enterprise, institution, organization, document, order, report, Ukrainian.