

ДОКУМЕНТОЗНАВСТВО

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DOCUMENT AS A REFLECTION OF EVENTS

The article analyzes the concept of «document». The classification of documents is analyzed. The article explores documents as means of information transmission in space and time.

Keywords: social communication, documents, official documents, audio-visual documents, electronic resources.

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ДОКУМЕНТ ЯК ВІДОБРАЖЕННЯ ПОДІЙ

У статті проаналізовано поняття «документ», здійснено класифікацію документів. Досліджено документ як результат відображених подій і засіб передачі інформації в просторі та часі.

Ключові слова: соціальні комунікації, документи, офіційні документи, аудіовізуальні документи, електронні ресурси.

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ДОКУМЕНТ КАК ОТРАЖЕНИЕ СОБЫТИЙ

В статье проанализировано понятие «документ», представлено классификацию документов. Исследовано документ как реалию сегодняшнего дня и средство передачи информации в пространстве и времени.

Ключевые слова: социальные коммуникации, документы, официальные документы, аудиовизуальные документы, электронные ресурсы.

Documents are accompanying person throughout life. Every day is lived human and society has documentary evidences that happens to them. However, neither man nor society finally realize that while recording the information they simultaneously reflect the events and write a story. The relevance of the study raises awareness of the document in the social communications. The relevance of research generates awareness of the document in the social communications.

The purpose of the article is to determine the place of the document in the reflection of events. The objectives of the study is to analyze the concept of «document», conduction of document classification, document research as means

of information transmission in space and time for future generations.

In the study of documents, scientists draw attention mainly to the consideration of a particular document, its material and information components. But the documents are prevalent in different areas of human life, and are represented by different types and species, and therefore need to have an overall picture of the existing documents in the society. In addition, today the role of the totality of the documents in the social communication is not completely understood. However, for the society it is extremely important.

Document as a waste product of social beings is a social phenomenon. With the help

of document various kinds of social relations established and maintained. The novelty of the subject is to consider the document as a core element of social communications.

Each of us has to deal daily with a variety of documents: passport, student ID, test book, ticket, sales slip when purchasing goods store, etc. We exchange letters, make notes in notebooks, making notes during lectures, admire paintings, store photos, read books, magazines, newspapers, buy CDs of movies, music etc. All of this are documentation.

They have been accompanying person since the first day of life to the last one (birth certificate, certificate of graduation, marriage certificate, pension certificate etc.). The document is one of the most important means of functioning and self-control of human society. According to some scholars of documentation, the law of design documentation socially describe significant events. In this case, as a socially significant may act not only activities in the country, socio-political, but personal and family [11, p. 10].

The term «document» is central, fundamental in the conceptual system of documentation. It displays the features of real objects, which serve as objects of practice for the creation, collection, analytic-synthetic processing, storage, retrieval, distribution and use of documentary information in society [10, p. 19].

The document has many definitions. In one of the most common definitions, a document is called as a record of information in any way in any material carrier for the primary purpose of saving and transmission of information in space and time. This definition covers various types of documents – situation of fixing information about events and phenomena that occur or occurred in the community, of the state and the natural environment. The term «document» is used in many fields and almost all of them possess one or more versions of understanding in accordance with the specifics of those objects, which it studies and which gives the status of document [9, p. 20].

Often, the document is seen as a repository of information that reflects only the phenomenon of objective reality as communication media and information written on it and can be used as an indication or message. According to this interpretation emphasizes the evidential and informational nature of the document. This –

broad and as informative nature can not serve as a distinctive feature of any kind of document for all documents intended for the transmission of information in society.

Evidence-based nature, which means the ability to serve as a witness, also inherent to any document (because any document confirming the existence of the information recorded in it). It should be emphasized that the term generally considered to be «strictly defined scientific concept» that is composed by qualified and «standardized», that is included in the relevant standard. The problem today is that the industry is using the definition of «document» ever more increasing, while reflected in some standards containing mostly administrative feature.

Today we can ascertain, firstly, the lack of a clear unified definition of «document» in the laws and standards of Ukraine. Thus, the Law of Ukraine «On Information» [14], «On Libraries and Librarianship» [13], «On Obligatory Copy of Documents» [16], the term «document» – a form of material reception, storage, use and distribution of information recorded on paper, magnetic, film video, photographic film and more. In SSU 2392-94 (Information and documentation. Basic concepts. Terms and definitions) [1] and SSU 3017-95 (Edition. Main types. Terms and Definitions) – is recorded information that can be considered as a unit during the information activities [2] and in SSU 2732:2004 (Office management and archiving. Terms and definitions) – is information recorded on a material carrier, which main function is to store and transfer it in time and space [4, p. 2]. Under the laws of Ukraine document – is, first of all, material form, and according to standards – information [6].

Secondly, there is the lack of general universal classification of documents. Thus, each of documentation employees represents its own classification of documents according to various criteria and as usually some classes have varied feature. Classification of documents – the process of ordering and document distribution by classes, differentiation of documents on one the most significant feature. In order to study the documents, we propose to classify them according to the following criteria:

- according to information component;
- according to the material component;
- according to the method of documentation;

– according to the circumstances of existence in the environment;

– according to the perception.

Each of the represented classes is divided into subclasses. Subclasses is divided into smaller

divisions. In the reason of all aspects of life at the same time to include in the article does not seem possible consider the one sphere – political.

Analysis of the documents relating to the political sphere will carry on tables 1, 2, 3, 4, 5.

Tab. 1

According to the information component		
<i>according to content</i>	<i>according to the nature of social media</i>	<i>according to the dimension record information</i>
politics	mass, special, personal	one-dimensional, two-dimensional, three-dimensional

Tab. 2

According to the material component	
<i>according to the data material carrier</i>	<i>according to the material construction</i>
paper, plastic, metal	sheets, code, disc

Tab. 3

According to the way of documenting		
<i>according to the nature of symbolic means</i>	<i>according to the manual method</i>	<i>according to the technical means of documenting</i>
textual, non-textual, iconographic, ideographic, audio, digital, integrated	manuscripts, graphics	printed, electrical, digital, chemical

Tab. 4

According to the circumstances of existence in the environment				
<i>according to the degree of prevalence</i>	<i>according to the level of processing time</i>	<i>according to the regularity of publication</i>	<i>according to the time of publication</i>	<i>according to the place of origin</i>
published, unpublished	primary, secondary	periodic, aperiodic	original, copy	local, regional, national, foreign and international

Tab. 5

According to the perception	
<i>according to the intended perception</i>	<i>according to the channel of human perception</i>
those, which are readable by a person; those, which are readable with the help of technical means	visual, tactile, auditory, audiovisual

The document is made by documentary communication. Documentary communication is a process or mean of dissemination information in society through the document. The process of communication can be represented as the following model (Pic. 1):

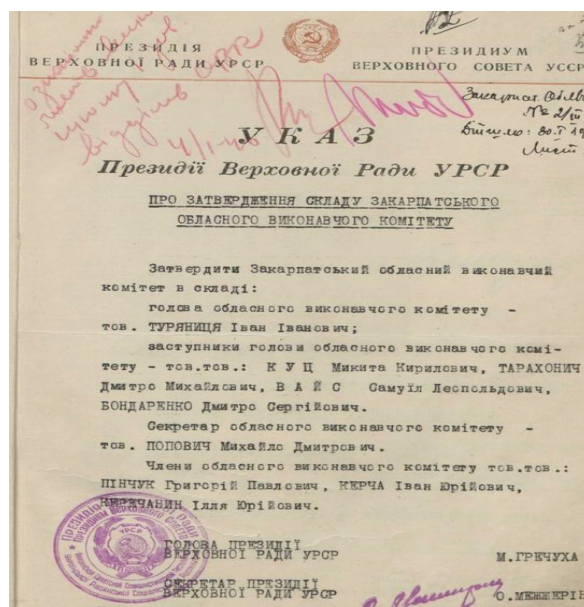


Pic. 1. *The communicative process model*

Thus, the author creates a document. According to SSU 2732:2004 (Office management and archiving. Terms and definitions) by the author of the paper research of the document is «individual or collective creator of the document» [4, p. 3]. Authors of the document of the political sphere may be the Verkhovna Rada of Ukraine, President of Ukraine, the Cabinet of Ministers of Ukraine, local authorities, associations, political parties, corporations, politicians, journalists, photographers, filmmakers and others.

The author selects what will be the document: according to the information component (Table 1);

according to the material information component (Table 2); selects the way of documentation (Table 3) and encodes information using codes. Thus, a special, one-dimensional, paper, sheet, text, mechanically printed document political subjects is shown in Pic. 2. Continuing the analysis of the document according to the circumstances of existence in the environment (Table 4), we can say that it is unpublished, primary, aperiodic, national paper original. For perception (Table 5), it is a visual document that is read by man.

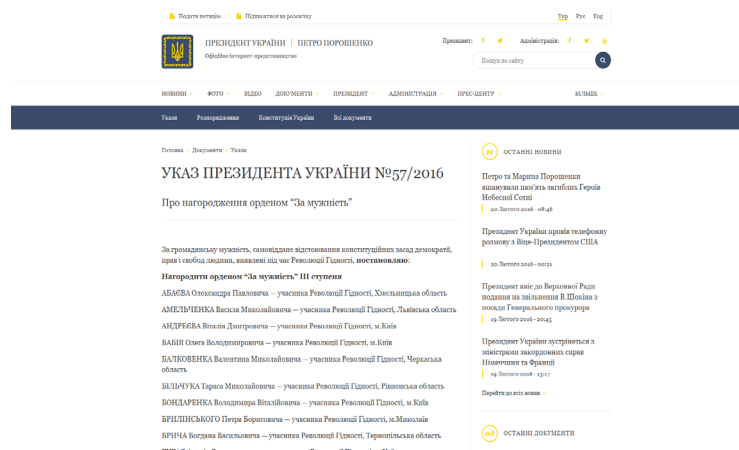


Pic. 2. *Decree of the Presidium of Verkhovnoyi Rady USSR ¹*

¹ Decree of the Presidium of the Supreme Soviet USSR «On the formation of the Carpathian region as part of the SSR» January 22, 1946 State Archives of Carpathian Region, FR-195, descr.23, fr.1, ark.1.

An example of a special, textual, digital, published, primary, non-periodic, national, visual document, a copy of which is read by technical means can serve as another decree, posted on the

official website of the President of Ukraine (Pic.3). Decree of the President of Ukraine № 57/2016 «On awarding the order «For courage» [15].



Pic. 3. Decree «On awarding the order «For courage». Screenshot from the website of the President of Ukraine [15]

The following proof of massive, non-textual, published, digital, audiovisual document which can

be found at: <http://mincult.kmu.gov.ua/control/uk/videogallery/gallery?galleryId=245046442&> (Pic.4).



Pic.4. Video recording of the Ministry of Culture of Ukraine, 2016 [17]

A special type of document can be roughly considered journalistic texts, which have their own genres. Texts of information genres – is any text that is printed in the newspaper, handed over the tape or radio news is journalistic article. Among the materials of information genre are distinguished:

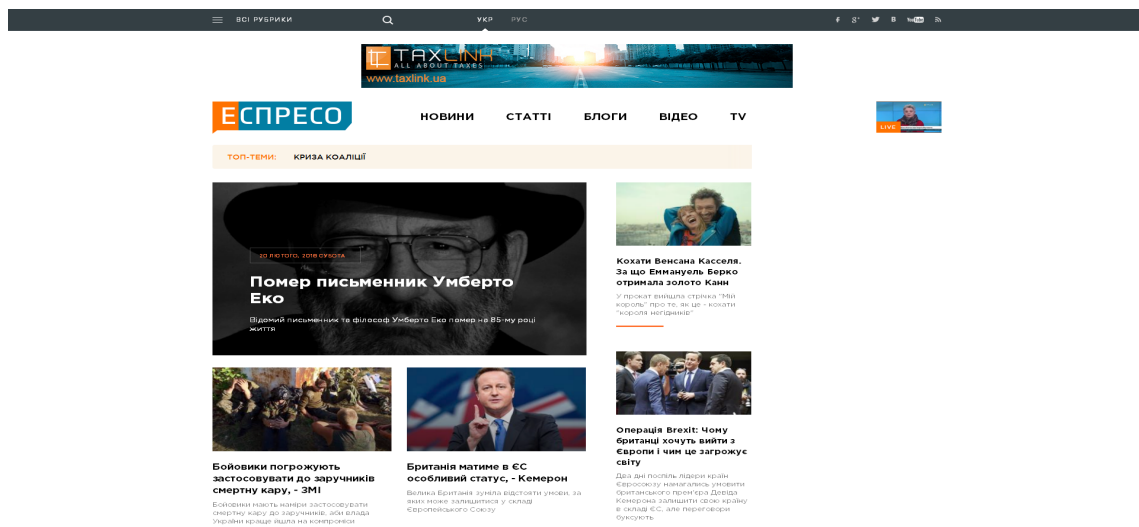
- Fact (note by column) mixture, which means the main types of genre, materials which almost daily writes journalist, processing the information received from the outside;
- Report, reportage, interviews, portraits, investigations [3, p. 22].

The following journalistic genre – a comment. Comments are meant to develop the mind to express a point of view, to reinforce a position, ideas, views, opinions, as the author, and the idea of a team or organization. Each article which contains comments is subjective [3, p. 40]. To the articles of such genre are relates: editorial, analytical articles, news, criticism, remark, debates, pamphlets, and other files.

Journalistic texts are designed for the mass market and represent information in different

media of communication: radio, television, the Internet, periodicals. Periodicals exist in three dimensions: the traditional (printed), digital (online or Internet measurement) and combined.

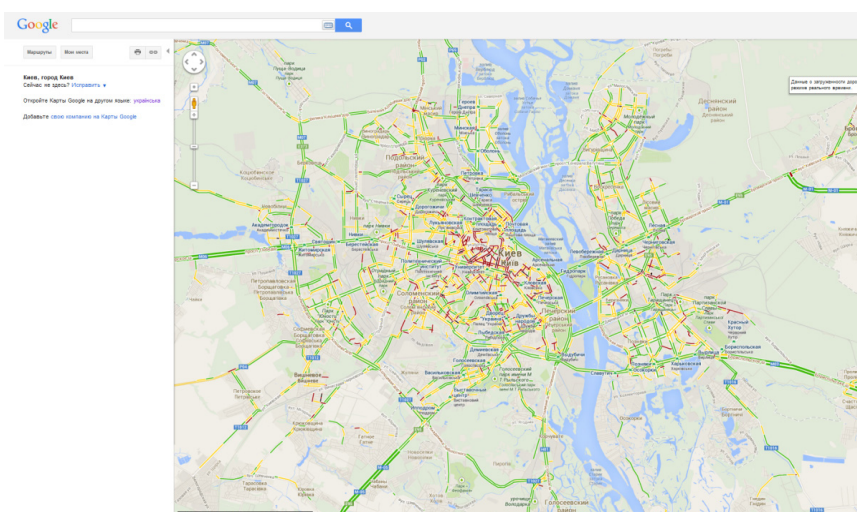
A combined can be considered in the air on November 24, 2013 on the TV channel «Espresso» – private Ukrainian TV-channel (Pic. 5). The website of the channel is dare to be called as combined resource, as it shows and textual, visual, audiovisual documents that may be analyzed with a help of technical means [17].



Pic.5. TV channel «Espresso». Screenshot from the website of the channel.

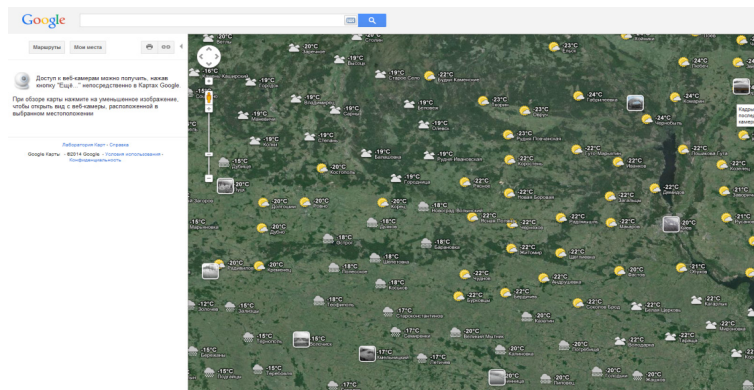
In the course of human social communication can not always convey the necessary information through writing. Therefore, a formalized graphic

language is used. Examples are cartographic documents (Pic. 6).



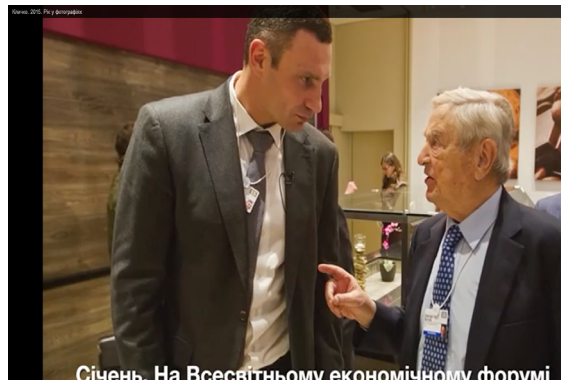
Pic. 6. Screenshot of a sitemap Google [7]

In the pic. 7 it is showed the presence of traffic jams in Kyiv in the real time. With the chosen area can be found also by satellite, adding more search options: weather, photos, names of objects, webcam etc.



Pic. 7. Screenshot from the Google Maps website [8]

Also, information that is difficult to convey in words of natural language, is transmitted using visual documents (or photo documents).



Pic.8. V. Klitschko with D. Soros at the World Economic Forum in Davos [12]

Returning to our model of the communication process (*Pic. 1*), it should be noted that the decoding of information in each consumer occurs in different ways and depends on various factors: education, profession, office, living conditions, environment and others. It is characteristic that the revision of the same document at the customer information is a desire to see more on this subject, and it extends the knowledge of certain phenomena reproducing reality today. Typically for the answer to this question, the consumer turns to documents created earlier (*eg., Pic. 2*).

In human society is constantly in circulation a large number of different instruments. Originally created documents and perform certain functions.

This is operative a habitat documents [11, p. 11]. After performing its functions, the documents move from operational to retrospective habitat. Also documentary information undergoes a certain prediction and modeling, defining perspective habitat documents.

Thus, document communication is the process of moving society documented information attached to physical media and generates interactions of other social communication. Created documents reflect the realities of today and also make history. Therefore implemented one of the main features of the document – the transfer of information in space and time.

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