

25. Sokhan, P. S. (1997). National Archival Information System of Ukraine: the state and prospects of development. *Ukrainske arkhivoznavstvo: istoriia, suchasnyi stan ta perspektyvy : nauk. dop. Vseukr. konf. (19–20 lystop. 1996 r.)*. Kyiv, Part 1, 15–19 [in Ukrainian].
26. Khrystova, N. M. (2010). Archival heuristics: practical aspects. URL: http://www.archives.gov.ua/Publicat/AU/AU_5_2010/35.pdf [in Ukrainian].
27. Khrystova, N. M. (2008). The main stages of the development of the reference and reference apparatus of state archives in Ukraine during the Soviet era. *Arkhivy Ukrainy*. № 1–2, 170–179.
28. Khrystova, N. M. (2002). Improvement of the scientific reference system of archives and development of problems of archival descriptions *Narysy istorii arkhivnoi spravy v Ukraini : navch. posib. dlia stud. ist. fak. vyshch. navch. zakladiv*. Kyiv : Vydav. dim «KM Akademiia», 484–492.
29. Kriachok, M., Kushch, S., Sendyk, Z. (avt.-ed.) (2003). Central State Archive-Museum of Literature and Art of Ukraine: a guidebook. Kyiv, Issue 1, 554 p. [in Ukrainian].
30. Kulinich, Yu., Kushch, S., Khodorovskyi, M. (avt.-ed.) (2004). Central State Archive-Museum of Literature and Art of Ukraine: a guidebook. Kyiv, Issue 2, 620 p. [in Ukrainian].
31. Kulchyi, O., Kushch, S., Maliarchuk, T. et al. (2014). Central State Archive-Museum of Literature and Art of Ukraine: a guidebook Kyiv, Issue 3, 674 p. [in Ukrainian].
32. Shokin Ju. I., Fedotov A. M., Barahnin V. B. (2010). Problems of information retrieval. Novosibirsk : Nauka, 2010. 195 p. [in Russian].
33. ISAAR (CPF): An International Standard for Creating Archival Authoritative Records for Organizations, Individuals and Families (2011). 2 ed. Sankt-Peterburg : FGBU «Prezidentskaja biblioteka imeni B. N. El'cina», 247 p. [in Russian].

УДК 930.25

Kovalska Lesya,
PhD, Associate Professor,
Reader in social communication,
Department of Information Systems Management
Vasyl' Stus Donetsk National University

METHODOLOGY OF ARCHIVISTICS RESEARCH OF THEMATIC COMPLEXES OF FILES

The aim of the article. *Methodological model development of the scientific research in the archivistics study field involves philosophical, general scientific and special principles and methods. Specification of the methodological toolkit for investigation and thematic complexes of archival files classification is the purpose of the article. Methodology of the research implies using specific methods of archivistics study to consider the problems of collecting, examination, description, storage, and accessibility of thematic archival files complexes. The methodology of archival files processing will facilitate their implementation into scientific space and social circulation, determination of their informational content, and proper generalization and conclusions on the specific theme. Scientific novelty of the investigation deals with substantiating the peculiarities of scientific archival files processing with general scientific methods, methods of allied sciences and their branches. Conclusions. The necessity to involve the number of general scientific and specific means and methods of archival files investigation into the list of archivistics study methods was distinguished what allows to distinguish social-communicative relations of thematic archival files complex.*

Key words: *methodology, archival files, archivistic study methods, philosophical methods, general science methods, historical methods.*

Ковальська Леся Андріївна,
кандидат історичних наук, доцент,
доцент кафедри інформаційних систем управління
Донецького національного університету імені Василя Стуса
dreamlife.lesya@gmail.com
<https://orcid.org/0000-0002-1579-7708>

МЕТОДОЛОГІЯ АРХІВОЗНАВЧОГО ДОСЛІДЖЕННЯ ТЕМАТИЧНИХ КОМПЛЕКСІВ АРХІВНИХ ДОКУМЕНТІВ

Мета роботи. Побудова методологічної моделі наукового дослідження в галузі архівознавства передбачає залучення філософських, загальнонаукових та спеціальних архівознавчих принципів і методів. Окреслення методологічного інструментарію для вивчення та класифікації тематичних комплексів архівних документів становить мету даної статті. **Методологія дослідження** передбачає застосування спеціалізованих методів архівознавства для розгляду проблем збирання, експертизи, описування, зберігання та надання доступу до тематичних комплексів архівних документів. Методика опрацювання архівних документів сприятиме впровадженню їх до наукового простору та соціального обігу, встановлення їх інформативності та формулювання відповідних узагальнень і висновків з конкретної тематики. **Наукова новизна роботи** полягає в обґрунтуванні специфіки наукової роботи з архівними документами загальнонауковими методами, методами суміжних галузей науки та їх дисциплін. **Висновки.** Встановлено необхідність залучення до переліку архівознавчих методів низки загальнонаукових та спеціальних засобів та прийомів дослідження архівних документів, що дозволить встановити соціально-комунікаційні зв'язки тематичного комплексу архівних документів.

Ключові слова: методологія, архівні документи, архівознавчі методи, філософські методи, загальнонаукові методи, історичні методи.

Ковальская Леся Андреевна,
кандидат исторических наук, доцент,
доцент кафедры информационных систем управления
Донецкого национального университета имени Василя Стуса

МЕТОДОЛОГИЯ АРХИВОВЕДЧЕСКОГО ИССЛЕДОВАНИЯ ТЕМАТИЧЕСКИХ КОМПЛЕКСОВ АРХИВНЫХ ДОКУМЕНТОВ

Цель работы. Формирование методологической модели в области архивоведения предусматривает привлечение философских, общенаучных и специализированных архивоведческих принципов и методов. Определение методологического инструментария для изучения и классификации тематических комплексов архивных документов составляет цель данной статьи. **Методология исследования** предполагает применение методов архивоведения для рассмотрения проблем накопления документов, проведения экспертизы и описания, организации хранения и предоставления доступа к тематическим комплексам архивных документов. Методика работы с архивными документами позволит внедрять архивные документы в научный и общественный оборот, поспособствует определению их информативности и формулировки обобщений и выводов по конкретной тематике. **Научная новизна работы** заключается в обосновании специфичности научной работы с архивными документами общенаучными методами, методами смежных отраслей науки и их дисциплин. **Выводы.** Установлена необходимость привлечения к перечню архивоведческих методов ряда общенаучных средств и приемов исследования архивных документов, что позволит установить социально-коммуникационные связи внутри тематического комплекса архивных документов.

Ключевые слова: методология, архивные документы, архивоведческие методы, общенаучные методы, исторические методы.

Methodological issues of archival files investigation was not under due diligence within the scientific circuit for a long time. Currently to determine the main principles of methodological and methodical approach to the file investigation is one of preferential tasks for a scientist, for this lies in the base of scientific, objective, and authentic level of scientific research. Generally, methodology is the system of principles and ways, rules and standards of cognition, or simply science of means of learning [1, p. 12–14; 3].

Theoretical basis for documents studying within social and communicative theory is the researches on archival files and documents communications theory of Ukrainian and foreign scientists such as A. Baskakov, I. Voitsekhivska, L. Dubrovina, Ya. Kalakura, I. Kovalchenko, S. Kuleshov, N. Mandralska, I. Matiash, G. Papakin, V. Rizun, M. Smolenskyi, V. Strelskyi and others [1–12]. The purpose of the article is to specify the peculiar methodological set of instruments for investigation and classification the thematic archival files complexes.

Theoretical and methodological achievements of archival research in the XX century cause wide usage of philosophical and general scientific principles of the scientific study. Scientific rigour principle occupies the prominent place enabling substantiation the dialectic basis of causal relationship, differentiation and integration processes, constant antilogy of substance and phenomenon, the content and the form, explicate objectiveness in the reality estimation. Dialectical principle of investigation enables various phenomena observation in interrelation, self-development, and interdependence for all they have prerequisites and reasons to appear. Dialectic and materialistic methodology actually does not function in the form of rough and simple incoherence of norms, recipes, and means, but in quality of dialectic and flexible system of general principles and regulators of human activity, in particular, mentality in its integrity.

Fundamental principles of historicism, objectivity, system approach, comprehensiveness, and research completeness play significant role in the archival study [4, p. 20]. They provide scientific character, verity, and complexity of the discovery. Principle of historicism, which is methodological expression of reality improvement in regards of its time element orientation in the form of integral unities

of the past, present, and future, is essential when it comes to the process of registration, storage, and classification of archival files. It stipulates the archival arrangement due to the events in a particular historical environment, in dynamics of their development according to the stages of historical development. The principle above combines requirements to study the current state of an archival file, reconstruction of the past in terms of the information in the file, to predict the future, to forecast further object development tendency. Historicism requires studying not only the history of the particular document but also the history of notions which stands for its changes and development.

Principle of objectivity is focused on providing with authentic understanding the character of the object-subject relationship in the process of study. In accordance with this principle archival file is the representation of an object which is reflected in its subjective form. Principle of objectivity dispose an investigator to necessarily refuse entrenched, traditional, but out-of-date opinions on archival files, enforces to put personal preferences, likes and dislikes away in the process of study, stipulates clarification of the contradictory unity of subjective and objective, the conception of impossibility to refuse subjectivity while studying and the subject «presence» in an object.

System principle claims the approach to the certain set of facts in the archival files as to an explicit system with its unique regularities and connections. The main idea of the principle is the system conception of the investigated object and the system conception of the investigation process according to its logics and applied means. The principle stipulates methodological means occurrence in the activity arrangement related to the system analysis and synthesis. Archival science system principle is focused not on the historical past and the historical management apparatus development, but on the files left by them. System relations between these files, their informative and structure correlations, and the factor of origin cohesion create the general archival files system. It is impossible to rupture files complexes in the process of their storage without loss of thematic archival complexes informational content.

Principle of comprehensiveness requires the research and assessment of archival files considering their internal and external peculiarities.

Comprehensiveness of the investigation comprises thorough study of all circumstances which influenced the appearance, storage, and the content of the archival files. Verification of possible authenticity alternatives and unilateralism prevention in the investigated file assist the research complexity. An archival file is system-making substance which has qualities and features of the main stages of file processing beginning with the creation to the final classification of the documents of the thematic archival files complex.

Principle of research exhaustiveness is oriented on fulfillment the thematic complex, the results of the archival files value inspection, and establishing the informative and searching instrument system and their further usage. Archival file is connected with other documents of the thematic archival files complex by different logical peculiarities regardless of the location place. Connection exhaustiveness of the files should be the one to facilitate the necessary complex to make a decision on the thematic archival files complex set-up.

Archivistics analysis of thematic archival files complexes enables the methodological instruments set, the research means and methods of social science branches, in particular, historical methods, usage. Methods of terminological analysis and notions operationalisation lead to the terms and notions investigation immanent for the period of the archival file which appeared in the process of its historical development, designing, defining its definitive constructions content and capacity, distinguishing their interrelation and subordination, and their place in the theory conceptual questions which is the base for investigation. Transformation of recorded in the sources terms and notions content is behind the actual content development what conceals historical events beyond them [5, p. 244]. Substantial variety of terminological analysis as one of the source studies of historiographic methods is toponymical. Geographical names appeared under certain circumstances of society development, and the civil life progress led to gradual toponymy enrichment reflected in the documents.

One of the primordial methods of historical events study is biographical which is represented in wide range of archival files. Implementation of biographical method by M. Smolenskyi is connected with solving the methodological issue

on a personality role in the process of development [5, p. 228].

One of the used methods of archivistics research is descriptive-narrative method. Historical study begins with the description, specification of the phenomenon that is recorded in the archival file the descriptive structure of which is distinguished by both the phenomenon features and its development dynamics together with colloquial language usage as a constituent of the modern for the standard language researcher one, the scientific notions, terms, and the sources of information. Necessity of the occasion studying in relation to the other phenomena requires descriptive characteristics in the informational archival file content analysis [5, p. 222].

Essence and content analysis of an archival file and its constituents enables to recognize and explain what is hidden from frivolous investigation and naturally is not solely independent and unique. Logics of the event development processes representation in the archival file can reflect true essence of the phenomenon, but its reproduction depends on methodological conceptions and principles used by the author of the document. To distinguish the phenomenon is impossible without description. According to I. Kovalchenko, the generalization without the description is schematizing, the description without the generalization is factual account which are interrelated [6].

Comparative-historical method is widely used in the scientific cognition with in archivistics science. Being a complex of cognitive means and procedures, the methods enables to discover similarities and differences between the phenomena, to define their genetic connection, the general and the specific in their development. There are two such kinds of comparative-historical methods: comparative-typological (which reveals similarity of unrelated phenomena) and comparative-historical (which documents similarity and differences between phenomena as the result of their origin) [5, p. 231]. Possibility and necessity to apply this method are determined by the character of the object of the investigation – thematic complex of the documental historical reality reflection as the integration expression of the general, the repeated, and the individual.

The process of historical study within thematic archival files complex implies the usage of retrospective method that helps to realize the current events progressing – from the reason to the consequence. The essence of the retrospective method is to get the access to higher level of research in order to comprehend and assess the previous events. Method of an analogy to the past (analogy method) enables prediction the kind of the files which will be demanded in the future for the National Centre for Documentation of Ukraine development. Quantitative methods are becoming widely spread in the modern Ukrainian science. Reality itself represents the unity of content and form, essence and phenomenon, quantity and quality. The assets of quantitative methods include the statistical one which can be used to investigate archival files of different kinds.

Historical science consists of the branches complex whose specific subject of the investigation is an archival file. It requires disciplinary methods implementation into the archival methodological system. Historiographic heuristics as a special historical field that produces special methods of discovery and approaches of documents procedure is applicable for theoretical development of the information searching methods in an archival file [4, p. 23].

Archeography methods and approaches, which are directed at the archival file informational asset study and scriptory artifacts in order to introduce them into scientific and culturological circuit, are necessary to be used in historical documents mass investigation. The specific role belongs to palaeographic method which investigates the valuable documents history, documents flow evolution, peculiar scriptory features at the certain stages of paperwork development using historical-philological method. Application of the method of archival files investigation enables more accurate scrutiny of the document content and enables to explore peculiarities of its execution and its embodiment.

Archival principles and specialized methods of work with archival files sum the methodological system up. Since ideological pluralism appeared in Ukrainian scientific society at the end of XX century the necessity to replace the archival communist party principle arose. Principle of social-political neutrality can be reasonably

offered as a substitute [2, p. 28-29]. It claims the file selection to store which represent community life versatility regardless political environment and social peculiarities and needs.

Principle of centralization is sufficient in archival research as it considers the administrative archival issues management. It is mainly used in the research works on the history and archival issues management, the theory and methodology of archival study. Principle of centralization stipulates the accurate hierarchy, the existence of the National Centre for Documentation and the sole running it. The principle origins from the Soviet Decree from 1 June 1918 on «About reorganization and centralization of the archival issue» which claimed the state property of archives, establishment the state archival fund on the basis of general regulation of booking structure, registration, and archival documents usage [2, p. 28-29].

Principle of archival fund indivisibility is significant in the process of archival institutions funds development. Scientific approach to the archival files arrangement requires keeping the archival fund integrity and its storage in the same archives. The principle defines the further classification of the archival files of the National Centre for Documentation of Ukraine according to which the records in the archival fund are indivisible and cannot be transferred for keeping to different archival repositories.

Principle of archival information availability stipulates accessibility of the archival information for the extensive social request. Archival documents of the National Centre for Documentation of Ukraine are historical and cultural heritage of the Ukrainians thus, it states the usage regulations, accessibility and availability of a historical document.

Specialized principles of the archival affair should be added to the list of general archival science principles [7, p. 12-13]. Principle of information validity of the investigated object requires accurate description in the descriptive article through proper informational characteristics in order to distinguish or to identify it among other archival files.

Principle of omnitude and complexity in the archival files investigation stipulates the content and external features analysis of the documents,

information about their authors (the fund founders) and requires their system consideration, arrangement, and interrelation with other documents while assessing the files value as well.

Principle of description multifunctioning means the usage of information features, which are distinguished in the process of the primal documents description, under the reproduction in filing documents of the archives and archival references. Principle of differential approach is the principle of archival description which sets up the priority of the scientific archival records development for archival references in terms of their scientific and practical value for the certain archives. Principle of min-max in the archival description process enables maximal information exhaustiveness at minimum of language characteristics (means) used for identification of a described unit.

Principle of pertinence – incorporation of archival files into groups according to subjective and other features (except for the origin feature)-which had been used to classify the files for their storage arrangement before the principle of origin was implemented. This principle is exceptionally actual at the level of system and subjective-thematic catalogues. Principle of continuity (prospect and unification) is implemented into the files arrangement and description beginning with their appearance in the recordkeeping and to archives custody.

Principle of origin (provenience principle) is the prominent principle of archival fund management which necessitates consideration of genetic documents relation with provenance in order to arrange their storage when relegating the documents to a certain archival fund. Principle of territorial allegiance in archival files storage arrangement requires considering the funds relation to the territory, where they were originated, referring the documents to a certain archival fund.

The method of historiographic analysis that is used in the archivistics processing the files belongs to the archivistics methods. The method relates archivistics study to the fact of origin, information production, defines being in demand of the last for scientific and social circulation in different materialistic display.

Method of functional analysis in archivistics study helps to evaluate the files on the assumption of functions of management, institution, and the file. According to functional duties of different

institutions informational potential capacity of the file created for these functions feasibility is different. Hence, different levels of files, which were transferred to archivistics institution for keeping, values emerge. Functional method is the method of inspection and anticipation for the National Centre for Documentation data base. It defines document functions of the institutions which display their own document flow for archival storage. In combination with retrospective method the functional one enables studying the content of documents and document systems established in the past.

Nowadays, informational method which uses principles of information theory in accordance to informational aspects of archival issue is becoming vital. In this field it is urgent to consider the information meaning in the process of the files assessing and usage, to investigate phenomena of information repeatedness. The method is used together with quantitative and mathematical methods of documents processing.

Methods of social communication are significant for archival file investigation. They enable viewing the historical processes from the social reciprocal cooperation system point of view which includes ways, methods, means, and principles of relations of the activity which is directed at the relationship socioengineering between different social institutions. Engagement of the theory mentioned above into social processes investigation is based on communications absorbed in the archival file which becomes the social-communicatory product process in the research [7, p. 220]. Theoretical-methodological model of social connections consists of information potency of the thematic archival files massif of the object of influence on the society consciousness in order to expected reality outlook and ideological attitude, emotional-psychological states and motivational mechanisms set-up.

To sum up, it is worthy to emphasize that analysis of the thematic archival files complexes will be full and scientifically proved if to involve philosophical, general scientific, historical, and specific archivistics methods of scientific research. The usage of such a complex methodological toolkit will enable distinguishing the thematic affinity of the documents in order to the stable thematic archival files complex set-

up, reproduction the quality representation and the studied society environment, and establishing investigation of the information file content of social-communicative relations in the past and the concrete-historical research, reconstruction of the transmission onto current development state.

Список використаних джерел

1. Баскаков А.Я. Методология научного исследования. К.: МАУП, 2004. 216 с.
2. Алексеева Е.В. Архивоведение: Учебник для нач. проф. образования. М.: Издательский центр «Академия». 272 с.
3. Основи методології та організації наукових досліджень [навч. посіб. для студентів, курсантів, аспірантів і ад'юнктів] / За ред. А.Є. Конверського. К.: Центр учбової літератури, 2010. 352 с.
4. Ковальська Л.А. Джерелознавчий дискурс історії радянського Руху Опору (1941–1945 рр.). Донецьк-Вінниця: ТОВ «Нілан-ЛТД», 2015. 462 с.
5. Смоленский Н.И. Теория и методология истории [учеб. пособие для студ. высш. учеб. заведений]. М.: Издательский центр «Академия», 2008. 272 с.
6. Ковальченко И.Д. Методы исторического исследования. М.: Наука, 1987. 441 с.
7. Архівознавство: Підручник для студентів вищих навчальних закладів України / Авт.: Я.С. Калакура, Г.В. Боряк, Л.А. Дубровіна, К.І. Климова, В.П. Ляхоцький, І.Б. Матяш, К.Є. Новохатський, Г.В. Папакін, Р.Я. Пиріг, К.Т. Селіверстова, З.О. Сендик, А.К. Шурубур, М.Г. Шербак. К., 1998. 316 с.
8. Бездрабко В.В. Становлення і розвиток документознавства в Україні (друга половина ХХ - початок ХХІ ст.) / Автореф. дис... д-ра. іст. наук. 27.00.02.К., 2010. 36 с.
9. Дубровіна Л.А. Классификация и научно-информационное описание коллекций и собраний в Национальной библиотеке Украины им. В.И. Вернадского // Библиотеки национальных академий наук: проблемы функционирования, тенденции развития. 2007. Вып. 5 С. 58–80.
10. Кулешов С.Г. Документ как исторический источник: свойство, состояние, статус // Архивоведение и источниковедение отечественной истории. Проблемы взаимодействия на современном этапе. Вып. I. М., 1997. С. 95–99.
11. Источниковедение: Теория. История. Метод. Источники российской истории: уч. пособие / И.Н. Данилевский, В.В. Кабанов, О.В. Медушевская, М.Ф. Румянцева М.: РГГУ, 1998. 702 с.

References

1. Baskakov, A.Ja. (2004). Scientific Research Methodology. Kiev: MAUP [in Russian].
2. Alekseeva, E.V. (2005). Archival Science. Moscow: «Akademyja» [in Russian].
3. Fundamentals of methodology and organization of scientific research (2010). (A.Je. Konversjogho, Edit.). Kyiv: Centr uchbovoji literatury [in Ukrainian].
4. Kovalska, L.A. (2015). Source-study Discourse on the History of the Soviet Resistance Movement (1941-1945). Donetsk–Vinnitsa: «Nilan-LTD» [in Ukrainian].
5. Smolenskyj, N.Y. (2008). Theory and Methodology of History. Moscow: «Akademyja» [in Russian].
6. Kovalchenko, I.D. (1987). Methods of historical research. Moscow: «Nauka» [in Russian].
7. Archival Science. (1998). (Ja.S. Kalakura, Gh.V. Borjak, L.A. Dubrovina, K.I. Klymova, V.P. Ljakhocjkyj, I.B. Matjash, K.Je. Novokhatsjkyj, Gh.V. Papakin, R.Ja. Pyrygh, K.T. Seliverstova, Z.O. Sendyk, A.K. Shurubura, M.Gh. Sherbak, Avt.). Kyiv [in Ukrainian].
8. Bezdrabko, V.V. (2010). Formation and development of documentary studies in Ukraine (XX – XXI centuries). Doctor's thesis. Kyiv [in Ukrainian].
9. Dubrovina, L.A. (2007). Classification and Scientific Information Description of Collections and Collections in the National Library of Ukraine Vernadsky. Libraries of National Academies of Sciences: Problems of Functioning, Development Trends. (Vol. 5), (P. 58-80). Kiev [in Russian].
10. Kuleshov, S.G. (1997) The Document as a Historical Source: Property, State, Status. Archival and Source Study of National History. Interaction Problems at the Present Stage. (Vol. 1), (Pp. 95-99). Moscow [in Russian].
11. Source Study: Theory. History. Method. Sources of Russian History (1998). Moscow: RGGU [in Russian].