

Classification and Types of Documents in the Process of Management Activities

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Keywords	Abstract
clerical work terminology props phonogram lens stencil schematic organizational manager	The implementation of a significant part of administrative activities related to clerical work is reflected in organizational and administrative documents. Organizational and administrative documents are of great importance in departments as a whole and in their structural divisions. Practically all employees of departments are related to these documents. It is impossible to imagine the modern business world without a large flow of information. The activities of state administrative bodies, the management of all its areas, the formation and renewal of the development of management directly depend on the preparation of legal documents, the organization of work with documents. The legal regulation of the clerical process consists of the compilation and formalization of documents.

Introduction

All information is transmitted through documents, which leads to the preparation of various types of documents. More than a billion documents are compiled in the field of management every year. With the help of documents, information is stored and delivered to its destination. Documents are the mirror of management. Written documentation shows and conveys the course of human activity, the development of statehood, civilization, and culture as a whole (Khalilov & Mirzezade, 2025). In recent years, documents have become more widespread in the first circles of management. The start of an enterprise begins to be carried out on the basis of organizational documents. Types of organizational documents reflecting various information are compiled. On the basis of organizational documents, the state registry service begins. In order to obtain state registration of legal entities, representative offices and branches of foreign legal entities

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in accordance with the Civil Code of the Republic of Azerbaijan, the Law of the Republic of Azerbaijan "On State Registration and State Registry of Legal Entities" and other regulatory legal acts, they must apply to the state registration authority on the principle of relevance in accordance with the decrees of the President of the Republic of Azerbaijan and other regulatory legal acts (Khalilov, 2024). The activities of state administrative bodies, the management of all its areas, the formation and renewal of the development of management directly depend on the preparation of legal documents, the organization of work with documents. The legal regulation of the clerical process consists of the compilation and formalization of documents (Huseynov, 2025). For this reason, the formalization of documents in the field of management, the procedure for preparing them, working with documents, and this process in general must be regulated legally. Therefore, the rules for conducting documentation in departments, enterprises and organizations must comply with laws, decisions, state standards, instructions on clerical work and other regulatory legal acts. The documentation process is carried out in accordance with the requirements of the Law of the Republic of Kazakhstan "On Regulatory Legal Acts". This Law determines the rules for the preparation, entry into force, interpretation of the laws and other normative legal acts of the Republic of Azerbaijan and the interaction of relevant state bodies in this regard. In connection with the development of the state, new forms of governance that are constantly changing, many problems and difficulties arise in the field of documentation, which constitutes the basis and form of action of governance, which are eliminated by adopting new laws and instructions. Organizational and regulatory documents are of a general nature and have higher legal force than other groups of documents. The other two groups of documents are created on the basis of organizational documents. Currently, legal documents operate on the basis of statutes, charters, rules, instructions approved by the Ministry of Taxes, the Ministry of Finance, the Ministry of Justice and other ministries.

Theoretical framework

The official definition of the word "document" is given in the state standard and other regulatory legal acts. They define the terminology issues of "clerical and archival work" (Алиев, 2016). A document is a means of consolidating and conveying information about facts, events, objective truths and human thinking activities in a specific material in various ways. There are documents that are important in one situation and not important in another. For example, a handwritten letter sent to an ordinary person, although insignificant, can be used as evidence in court proceedings. Every year, a large number of organizational, administrative, judicial, statistical, etc. documents are compiled in management and its areas. All of them pass through the workplaces of the administrative staff (Khalilov&Jafarli, 2025). Most of their working time is spent searching for the necessary information in the documents. Of course, it is important for all administrative employees to master the basics and organization of documentation. During the activities of the department, enterprise and organization, the need arises to record and store various events and facts. For this purpose, various data carriers are used. The most common among the data carriers are text documents drawn up on paper. They play an important role in organizing and improving management. This is determined by the importance of the information recorded in these documents. Information recorded on paper can be used for a long time. Documents establish a connection between various departments and organizations, and different individuals. Documents that keep records of cases and have legal significance are used as the main source in judicial and investigative bodies, as well as in all areas of the economy. With the help of document types, it is possible to analyze the entire activity of the department and organization



(Ozturk&Garibli, 2025). This is possible because all activities of departments and organizations are reflected in documents. By origin, documents are divided into service and personal documents. Service documents reflect the activities of the department, speak about the interests of a group of employees, while personal documents are documents that belong to a specific person. “The Rules for conducting clerical work with documents in state authorities, departments, organizations and enterprises are implemented in accordance with the Decree of the President of the Republic of Azerbaijan No. 935 dated September 27, 2003. It has been determined from the work and processes carried out that in recent times, in connection with the general rules for compiling organizational and administrative documents in the republic, a number of scholars have extensively analyzed the subject of the general clerical course, its principles, the legal regulation of the documentation process that constitutes its main component, the creation of documents, the classification, types and requisites of documents. Among the authors, Eynulla Musayev, Yadigar Turkeli and Zahid Mammad oglu, etc. can be cited as examples. Classification of documents is the combination of their common features into separate groups of documents. In this regard, two main features of management documents attract attention: first, the provision of information in management documents by purpose, and second, their impact on legal characteristics. On the first basis, the classification of documents is determined by the content of the information contained in them (financial, judicial, administrative, etc.). On the second basis, all management documents are divided into two groups: legal and individual management documents (Aliyev, 2024). Classification of documents contributes to the proper organization of accounting work with documents, as well as the protection of state and private property. Taking into account the features of recording, documents in departments and organizations can be divided into the following groups (scheme 1): - written: documents written by hand and technical means, prepared by copying machines and printing presses belong to this category (Abbasov et al., 2024). This type of documents accounts for 95% of the total volume of document circulation; - graphic: these documents include projects, drawings, schemes, plans, maps, graphs, paintings, etc. The advantages of these documents are that they are convenient for all specialists to read, since they do not require knowledge of any foreign language. Therefore, these documents are widely used in all areas of management; film, photo and phonographic documents - these are such different types of documents that are used when it is impossible to convey this or that object and process in another way (Ozturk et al., 2024).

Results

Photographic documents show objects and processes in a stationary state, while film documents show objects and processes in motion and provide information about them. Phonodocuments are phonograms, that is, sound recording documents, and are a means of identification that is always in development. Regardless of the means of recording, all types of documents are divided into the following five large groups: 1. Organizational - administrative documents; 2. Documents on financial - reporting operations; 3. Commercial documents; 4. Personnel documents; 5. Documents on citizens' applications, complaints and suggestions. Organizational and administrative documents are of particular importance. They reflect issues of general management. These documents are compiled by all departments of the office and organization.

Documents on financial and reporting operations are compiled and prepared mainly by employees engaged in financial and accounting work. Properly compiled financial and reporting documents formalize control over the expenditure of money. For this purpose, various types of uniform document forms have been developed and approved by the Ministries of Finance and Taxes.



Discussion

Commercial documents are all documents used in the commercial field that are of a purely commercial nature. Personnel documents are documents prepared for employees working in an enterprise, including personal files and personal sheets. Documents on citizens' applications, complaints and suggestions include written applications made by citizens to state bodies and enterprises (Huseynov & Ismayilov, 2024). Documents are classified by their names. However, it is not correct to determine the composition of documents of an institution or organization by the names of its departments. Because, despite the common names of departments, the documents there may be different. Documents drawn up according to the place of preparation are divided into internal (by employees of that organization) and external (drawn up in other organizations and included in the enterprise) documents. Documents can be simple and complex in terms of content. Simple documents deal with only one issue. Complex documents cover several issues. According to their form, documents are: individual - that is, the content of each document has its own characteristics and requires personal creativity from the employee (for example, an information sheet); stencil - one part of the document is printed on a form, and the other part is written by hand (filling out such documents facilitates the work process); exemplary - compiled for organizations of the same nature and applies to all of them (for example, internal labor regulations). All sample and stencil documents are, as a rule, printed on duplicating machines and by printing. Many of these forms are approved by the relevant state bodies. Documents are divided into urgent and non-urgent documents according to the terms of execution. In urgent documents, the execution term is determined by law, instruction, order. In non-urgent documents, the terms are not specified, but this should not create conditions for their non-execution. Nevertheless, for non-urgent documents, a list of documents that must be executed within certain terms is compiled in departments and organizations. When the original document is sent to an institution, organization, or individual, a copy of it must be kept in the file of the sending institution. Service documents must necessarily bear the seal and signature of the head of the institution. If necessary, an extract from the documents is required. When compiling the extract, it must be indicated which document it was made from.

Conclusion

Life proves that graduates of higher education institutions, administrative organizations, and secondary specialized schools are involved either in their field of specialization or in socio-political management, and have to lead some collective. In such cases, they encounter many types of practical writing and are faced with the need to prepare them. Therefore, increased attention should be paid to this area. A large place is given to the preparation of documents in accordance with unified state standards, the use of preparation and writing methods, and compliance with document forms in practical training classes, as well as the rules for storing and using documents.

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