**Information on the accounting system, types of**

**of information held and used by the Mykolaiv Regional Prosecutor's Office**

**Electronic forms of accounting:**

Information system ‘Electronic Document Management System’

 Automated information and analytical system ‘’Personnel‘’;

Unified register of pre-trial investigations;

 Information and analytical system ‘Accounting and Statistics of the Prosecutor's Office’;

automated accounting and reporting system;

**Journal accounting forms:**

book of orders of the Head of Mykolaiv Regional Prosecutor's Office;

personal files accounting books;

a record book of archival personal files;

a book of record of employment record book forms and inserts to them;

a book for recording the movement of employment record books and their inserts;

a book of accounting of orders on personnel issues (personnel);

a register of issued service certificates of the prosecutor;

 a register of acts of destruction of forms and service certificates of the prosecutor;

a register of seals and stamps;

a register of incoming and outgoing cash documents;

 a register of issuance, return, blocking and replacement of electronic passes.

Types of information held by the Mykolaiv Regional Prosecutor's Office

By content: information about an individual; information of a reference nature; legal information; statistical information; other types of information.