THE INFORMATIONAL FUNCTION OF DOCUMENTS IN THE CONTEXT OF DIGITAL TRANSFORMATION

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The informational function of a document is a fundamental characteristic that defines its essence and role in society. In the context of digital transformation, this function is undergoing significant modifications due to advancements in information and communication technologies, changes in data storage and transmission formats, and the emergence of new approaches to information resource management. The traditional document, once a static carrier of information, is progressively being replaced by electronic formats, necessitating a reevaluation of classical conceptions regarding its nature, properties, and functionality.

Digitalization has significantly expanded the capabilities of a document's informational function, particularly through automated storage, rapid dissemination, interactivity, and the personalization of information flows. In the digital era, documents are no longer static entities; they have become dynamic, exhibiting adaptability, real-time updates, and responsiveness to the evolving demands of the information environment. This transformation is especially evident in knowledge management, where documents serve not only as repositories of recorded information but also as tools for its analysis, modification, and continuous refinement.

Artificial intelligence, cloud computing, big data, and blockchain technologies have a profound impact on the informational function of documents. The integration of artificial intelligence in the creation, analysis, and management of documents enables the automation of routine operations, enhances accuracy, and facilitates efficient access to relevant information. Cloud services offer the capability to store and process documents on remote systems with minimal resource consumption, significantly transforming traditional approaches to archiving and document management.

The authenticity and reliability of digital documents are critical issues in the digital era. The shift from physical media to digital formats necessitates the development of advanced methods for document identification, verification, and protection. The application of blockchain technology ensures the immutability and integrity of digital documents, which is particularly vital for legally significant records and archival materials.

Digital transformation is fundamentally reshaping the processes of searching for and processing information within documents. Advances in semantic analysis, automated information extraction, and machine learning technologies are driving the development of intelligent document processing systems, enabling rapid retrieval of relevant data and facilitating complex analytical operations. These innovations open new prospects for research, information management, and document governance across various industries.

However, the digital transformation of documents also presents challenges related to cybersecurity, data privacy, and the durability of digital formats. Therefore, the development of standards for the preservation and archiving of digital documents is essential to ensure their long-term accessibility and integrity. The significance of international standards in electronic document management continues to grow, as they establish fundamental principles for digital document governance and facilitate their integration into information systems.

Thus, in the context of digital transformation, the informational function of a document is undergoing significant expansion and modification under the influence of emerging technologies. It is no longer limited to the storage and transmission of information but now encompasses dynamic updating, analysis, and seamless integration into information systems. These transformations necessitate the development of innovative approaches to document management that address the challenges of the digital age and enhance the efficient administration of information resources within the framework of global digital transformation.