

# Old Time Mongolian Records Management and the Organization of Archives, Tradition of the Preparation of Cadres\*

몽골의 전통적 기록관리와 기록의 조직, 기록관리직의 양성 전통

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## <ABSTRACT>

This paper introduces the elaboration of official documents, archival organizations, and the tradition of records in Mongolia from 1694 to 1921. Modern records management began in 1912. Back then, Mongolians had special rules to send and receive official documents, and to register the sent and received official documents. Official documents were used to deliver decrees and policies of the Khan and were used to deal with internal affairs. After their independence in 1911, the traditional documents were collected and preserved. Records managers and archivists were trained by decrees in Mongolia.

Keywords: traditional records management, Mongolian records management, records training, organization of archives, Mongolian scripts

## <초 록>

본 논문은 1694년~1921년간의 몽골의 공문서 제도, 공문서 조직 및 기록전통에 대해서 소개하고자 한다. 몽골의 현대 기록관리는 1912년에 시작되었다. 몽골은 공문서를 발송하고 수령하며, 발송하고 수령된 공문서를 등록하기 위한 특별법이 제정되어 있었다. 공문서는 칸의 칙령과 정책을 전달하고, 또한 내부 문제를 다루기 위해 사용되었다. 1911년 독립 이후에 역사기록이 수집되고 보존되었다. 기록관리자와 아키비스트는 몽골 기록관리법에 의해서 양성되고 있다.

주제어: 몽골기록관리, 몽골 전통기록관리, 기록관리, 몽골기록관리사, 기록교육

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## 1. Introduction

Mongolians are one of the Central Asian civilized nations with history of many hundred years. History of Mongolian script has a beginning source from the Hunnu Empire period, which was the first state in Central Asia in III BC - I AD century. According to archeological survey, tool of writing with Chinese ink was found from a grave of Hunnu era and it proves actually that ancestors of Mongolians or people of Hunnu Empire used to use special writing tool and elaborate official document.

In 1206, Great Mongolian Empire was established and Mongolians had become national script and it has completed great circumstances to elaborate state official document through the script, to arrange and preserve the official documents and to have national archive.

It was noted regarding to Mongolian script in history and chronicle of foreign countries many times related to foreign relations of states, which were established by Mongolian ancestors. For instance: Official letter of Modun Shanyui of Hunnu Empire in 176 BC, which was sent to the King of Khan empire (Suhbaatar 2000, 95) was noted by translating in Chinese language in history and chronicle of Khan empire<sup>1</sup> and official decree of Chinggis Khan, which was sent to King of Korea in 1221 AD was noted in 22nd book of “Chronicle of Korea” by translating in Korean language. In the official decree of the Chinggis Khan was mentioned regarding to buy some stationery such as writing ink, brush and paper from Korea (Sumiyabaatar, 21-22).

Since the establishment of Great Mongol Empire or 1206, Mongolians used to use old Mongolian script and were created Square writing, Tod script, Soyombo script, Galik alphabet and Vagindra script by themselves for state, religious and cultural needs.

The Mongols used Latin script in their state official documents. Moreover within framework of religious and cultural issues, Mongolians used to use Tibet scripts and ancient Indian scripts widely and established special system to write Mongolian words in Tibet script, which was named as Tibet yellow script. In XVII-XVIII century, Mongolia was conquered by Manchu Qing Dynasty. Representative organizations of Manchu Qing Dynasty in Mongolia and Mongolian local organizations which communicated with them used Old Mongolian scripts (Uighur scripts) when Mongolia was under domination of Manchu Qing Dynasty for more than 200 years and Manchu script was used within certain scope.

Mongolians used more than 10 scripts within framework of state, religion, culture and who have great culture and tradition of script and used to use by creating most of them themselves.

However, most of state official documents were lost due to Mongolian nomadic lifestyle and wars. At present, a original document, which has been preserved in the treasury of Mongolian National Central Archive, had considered in period since 1674. Therefore, I would like to introduce briefly

that elaboration of official document, archival organization, tradition to prepare personnel of Mongolians since 1694 to 1921 in the presentation.

At the beginning of XVIII era, war, battle and crisis were stopped in Mongolia and numerous administrative units, stations, patrol, religious organization were established and it had completed decent conditions to develop, to improve elaboration of official document, to preserve archival document in centralized place due to communication of official document was increased rapidly. On the other hand, it has provided with opportunity to have influence of elaboration of Chinese official documents in the field of Mongolia by including China and Mongolia under control of Manchu Qing Dynasty.

Since XVIII era elaboration of official document and rules to be follow in archival activity were set up newly in Mongolia. Furthermore, it was generated special terminology of document elaboration and archive.

Organization of document elaboration and archive, which were set up in XVII-XVIII era in Mongolia had inherited until beginning of 1920s. It should be emphasized that some changes were made officially in elaboration of official document and Mongolian archival organization by declaring its independence in 1911.

## 2. Elaboration of official document and archival organization of Mongolia

Mongolians had special rules to send, receive official documents, to register sent and received official documents, to put control in resolving problems which faced with documents, to review value of documents, to arrange the documents etc... Some parts of the rule were included in legal document, which has followed at that time and confirmed legally.

It had great significance to provide permanent activity of state organization by changing rule to seal in the end of December of each year and open the seal in the end of Tsagaan Sar by decree of Bogd Khan in 12 January, 1912 according to request from Internal Ministry.

State organizations used to preserve sent official documents in envelopes and write list of documents on the outside of the envelopes. The notes of envelopes and rules to send were differed by urgent and non-urgent types of official document, which has sent. Shape of birds or horse hoof and words such as “fly, fly” and “to deliver by horse” were used to be drawn and written in the envelopes to send urgently with feather on the edge and put envelopes in cylinder which were especially prepared. Nobody must not have rights to be delayed the urgent envelopes. Later tradition to put seal in envelopes of official document was spread.

Envoys to deliver the document must be specially prepared and sturdy young people and the envoys used to belt their body and muscles by khadag preventing from travel vibration and exhaustion. Each station used to prepare special horse for the envoys. The envoys used to have special announcement and write names of stations where they transited. Each station used to register arrived date and time in the announcement of the envoys. Rule to receive the document was specified in law in case to deliver official documents by Ministers of Ministry of Manchu Qing Dynasty by themselves.

It was amended in the rule to send urgent documents in 1911. It includes: to stop actions to send official documents which need to be delivered urgently from many places by the special envoys and not to classify documents by urgent and non-urgent, to consider distance of places, to deliver official documents within certain period, to register envoys, to enclose special note by sticking in the outside of envelopes. Each station must be note down date and time in the enclosed special note where transited documents and was obliged to deliver the official documents in destined place with no relay. The notes of enclosed special note were basis to put control in wholeness of official documents, to identify reasons of delay and to punish envoys (National Central Archive of Mongolia, File-2, Unit-150, D.16).

Organization which sent official document should be registered each documents by chronological order in special note to register sent documents. Organization which received official document should be created special case pages and titles for each received official documents. Then Mongolians used to use pretty seal in case pages and register received date and time of document in the table. Organization which received official document should be registered each document in special note. Date and time of special, urgent document should be register more detailed.

We could not find certain document that prove when and how rules to elaborate official document of Mongolia were created. A Japanese scientist Hagihara Mamoru had considered that Mongolians used to elaborate some documents in several Chinese Ministries /in VII-X BC/ since Tan state of China and the tradition was inherited in the future and adapted to elaboration of Mongolian official documents who was investigated rules, origin of elaboration of Mongolian official document within period of Manchu Qing Dynasty and published several articles. Elaborating «daily record» was a rule which created as a result of expanded communication of official document and it was fixed rule which already established in elaboration of Mongolian official document in XVIII century (Hagihara 2009, 201).

There was a system to put control in resolving issues of official documents. The official documents were classified by types of issues to be resolved urgently and later. Shift officials, typists of state organizations were used to classify unaccomplished cases that important cases to be resolved urgently

and cases to be resolved later when switch their shifts.

Another important issue was regarding to how Bogd Khan used to make decision for state important issues, cases. In archival document, in most cases Bogd Khan used to resolve issues at that day when received the document, in some cases he used to resolve issues within one or two days and to issue decrees. His policy had great significance to resolve state important issues urgently.

In 12 January 1913 Bogd Khan was issued specific decree to many Ministries, any officials regarding to make decision in all cases forthwith.

Shift officials, typists of state organizations were used to classify cases by resolved, unaccomplished, important and unimportant status of official document during their shifts and register all the data and give to following the shift officials, typists.

There was not national centralized treasury of archival documents, records in Mongolia until 1927. Archival documents were preserved separately in relevant organizations. However during and after Mongolia declared the independence in 1911, archival documents of representative organizations of Manchu Qing Dynasty which are abolished in Mongolia were protected by state, transferred to related Ministry and organizations and collected archival documents to near province governor's office.

For organization of archival document, Mongolians used to classify documents, to belt by papyrus, to put documents in starchy cotton bag preventing from any damages, to make address which showed data of documents, to locate in purpose-made drawers and boxes and preserve in ger or house. Some documents not to be used were arranged, classified and preserved in special ger or house of settled area due to head of province confederation, governance office used to move permanently to other places. Special officials and typist were appointed to conduct census in archival documents and identify lost and damaged documents through inspection, which was named, by "appoint". Through the census, Mongolians used to copy lost documents, replace, to renovate damaged, contaminated and wet document, to make copies and to dry documents. Because of the census and inspection, general file was elaborated for documents, which have been preserved in archive, and the general file was named as 'Brief dictionary of all records, documents.'

### 3. Elaboration of official document, tradition to prepare archival personnel

Before 1921, Mongolian state organizations used to consist of administrative workers or minister, vice-minister, officials, governor of province, assistant, meiren, zalan and writer officials, typists.

The officials and typists were in charge of elaboration of official document and archive.

Work force of 5 State Ministries was included in 'Mongolian Law document which assigned by decree' in 1919. It includes:

No	Name of Ministries	Work force					Percent of Clerks
		Total workers	Writers	Translators	Typists	Foreign Language Typists	
1	Ministry of Internal Affairs	38	6		12		47.36%
2	Ministry of Foreign Affairs	42	6	2	10	2	47.61%
3	Ministry of Defense	50	7		10		34%
4	Ministry of Finance	42	6		7		33.33%
5	Ministry of Justice	57	4		6		17.54%
6	Total	229	29	2	46	2	34.49%
7	Percent	100	12.66	1.74	20.08	1.74	36.24%

Number of writer officials and typists get percentage 36, 24% or more than 1/3 of total 5 state ministries. Number of assistant typists did not include in the amount. Rule to appoint and investigate writer officials and typists was regulated by Law. In case to select other official besides writer official, typist can be promoted or more experienced officials who used to work in many provinces, organizations can be promoted. Family and relatives must not work together in position from Minister to typist in Capital city according to Law. This was one of measures to prevent from showing favoritism in official document.

Many officials besides vice-officials of five state ministries should be investigated once in 3 years and made decision to promote, demote, to stay and work at the position.

Mongolians used to select literate person from many provinces in order to select typist of state ministry and work the person at position of typist for probation one month. Then the person was being studious, the person can be appointed in the position of typist.

Officials of ministries used to select typists of state ministries considering their knowledge, skills and education.

Literate people used to be prepared by school and home school in old times. It considered students to study Mongolian, Manchu script as important by the purpose to prepare civil worker and since declared its independence in 1911 Russian, Chinese, English languages were added in curriculum and it started taking appropriate steps to study students in abroad.

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