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FEATURES OF FORMING OF INFORMATIVE RESOURCES IN ECONOMIC AND ADMINISTRATIVE PROCESSES.

On the modern stage the special role is taken the detailed study the elements of control the system, it is caused the necessity of search of possibilities on the increase of efficiency of work of the economic systems. Researches in this area allow to develop methods allowing to promote efficiency of work of enterprise on the whole.

The new properties of information selected lately are in economic processes, foremost, is a dual role of information as a transmitter of managing process and factor, affecting process of management, allow newly to consider its role and affecting process of management. Such new look to information already shuts out simplifications and requires more detailed consideration of its role in the process of creation and use of management informations.

It is necessary to make the detailed study of both information from positions of the article of management and value of information in economic processes, and what it renders influence on relations object-subject of the guided system.

Studying a role and value of information in economic and administrative processes it is possible to select those properties which must be analyzed for understanding of information as element of economic process:

1. Necessity to tie information to the participant of economic process.
2. To set intercommunication between the form of information and by its role in a

concrete process.

3. To define forms and role of information in a interprocess exchange.

The decision of problem data is possible with the use of methods of structuring of information. One of approaches for the decision of problem data there is a construction of formal informative space of enterprise. Forming of informative space or field of enterprise allows to make the structure of informative co-operation within the framework of process of management of enterprise, to localize the areas of forming of informative sources, their status, value in the concrete processes of enterprise and contribution to the concrete tasks of management.

Key elements in this approach there will be a study of role of information in the process of labour. It is necessary to select information in the structure of labour activity of man and study the informative constituent of process of labour. It is possible to select two basic elements of process: processing of already present information and production of new information. Thus this process is carried by dual character:

1. Operative information, accountable for the concrete financial actions of man directly in the process of labour, is made.
2. Information which can be utilized after the scopes of this concrete labour process is made. It is labour skills, abilities and knowledges.

Accordingly and any labour process, accomplished a man, is indissolubly related

to the production of information. Accordingly, it is possible to assert that all of commodities, realized at the market, are information, which has a large or less financial constituent, utilized for its materialization.

This approach, built on forming of the informative field, allows to structure informative streams and tie informative resources to the concrete tasks of management, and also to estimate labor spending on the production of information within the framework of decision of both tasks on providing of management process and tasks on functioning of production activity, or expenses on materialization of information in a commodity.

On the basis of the described going near the dual role of information in a production process it is possible to build the model of forming of production inputs, which will allow to estimate the informative constituent of production and will benefit for all of types of producible society' products.