

**Subject card**

<b>Subject name and code</b>	Circulation management, archiving and access to public documents - workshop classes, PG_00133258						
<b>Field of study</b>							
<b>Date of commencement of studies</b>	October 2024	<b>Academic year of realisation of subject</b>			2026/2027		
<b>Education level</b>	Bachelor's studies	<b>Subject group</b>			Obligatory subject group in the field of study		
<b>Mode of study</b>	full-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	3	<b>Language of instruction</b>			Polish polish		
<b>Semester of study</b>	5	<b>ECTS credits</b>			2.0		
<b>Learning profile</b>	practical	<b>Assessment form</b>			credit		
<b>Conducting unit</b>	Faculty of Law and Administration -> Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		mgr Karol Ważny				
	<b>Teachers</b>						
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	0.0	30.0	0.0	0.0	0.0	30
	E-learning hours included: 0.0						
<b>Learning activity and number of study hours</b>	<b>Learning activity</b>	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	<b>Number of study hours</b>	30		0.0		20.0	50
<b>Subject objectives</b>	The aim of the course is to introduce students to the principles and practices of document management in public administration, including the organization of document flow, archiving processes, and the rules for public information access. Students will become familiar with the legal framework, standards, and best practices related to the handling and archiving of both traditional and electronic documents (EDMS Electronic Document Management Systems). The course is designed to develop skills in analyzing documentation processes within public institutions and to foster competencies in responsible information governance, including data protection, long-term storage, and accessibility of public records. Particular emphasis is placed on compliance with applicable laws as well as organizational and technological standards.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	ADMINL3_WG04	<p>EK_01 – The student has an advanced knowledge and understanding of the methods and tools used in document management within public administration, including registry and archival systems, as well as techniques for acquiring, organizing, securing, and disclosing public information.</p> <p>EK_02 – The student is able to identify and analyze document flow processes in public administration units and apply appropriate organizational and technological solutions, particularly in the area of electronic document management systems (EDMS).</p> <p>EK_03 – The student is aware of the importance of proper document management for transparency in public administration and data protection, and is able to assess the compliance of applied practices with applicable legal regulations and organizational standards.</p>	<p>[SW4] test/exam - oral or written  [SW1] oral statement/conversation/discussion  [SW3] text preparation/written work  [SW5] implementation of a problem task</p>

- **Introduction to document management in public administration**

- Archival and registry terminology.
- Legal sources: the archival law, digitalization law, records management manual.

- **The records management process traditional and electronic**

- Incoming and outgoing correspondence registration, allocation, case referencing.
- Electronic Document Management (EDM); trusted profiles, ePUAP system.

- **Classification and appraisal of records**

- Unified File Classification System (JRWA).
- Archival categories A, B, BE.

- **Internal archives and records storage**

- Organization, documentation, and transfer of archival materials.
- Records disposal procedures.

- **State and non-state archival resources**

- Responsibilities of state archives.
- Cooperation possibilities with private entities.

- **Methods and tools for securing documents (paper and electronic)**

- Conservation, digitization, backup copies, BCP/DRP strategies.

- **Access to archival materials**

- Procedures, restrictions, fees.
- Regulations on the disposal of archival materials.

- **Right to public information**

- Constitutional principle of transparency.
- Scope of entities and data; exceptions: legally protected secrets.
- Request formats and access methods (Public Information Bulletin, on-site review, copy).

	<ul style="list-style-type: none"> <li>• <b>Control and accountability</b> <ul style="list-style-type: none"> <li>• Complaint and administrative court procedures.</li> <li>• Criminal sanctions for denial of public information.</li> </ul> </li> <li>• <b>Re-use of public sector information</b> <ul style="list-style-type: none"> <li>• Open data legislation.</li> <li>• Licensing terms, fees, open data standards.</li> </ul> </li> <li>• <b>Access to environmental information</b> <ul style="list-style-type: none"> <li>• Scope, procedures, databases (e.g., Ekoportal).</li> <li>• The role of public participation in environmental processes.</li> </ul> </li> <li>• <b>Publicly available registers and databases</b> <ul style="list-style-type: none"> <li>• KRS (National Court Register), EKW (Land and Mortgage Register), REGON, Geoportal, dane.gov.pl.</li> <li>• Access rules and limitations.</li> </ul> </li> <li>• <b>Information security and personal data protection</b> <ul style="list-style-type: none"> <li>• GDPR in public administration.</li> <li>• Security policies, audits, unit manager responsibility.</li> </ul> </li> <li>• <b>Business activity in the field of storing HR and payroll documentation</b> <ul style="list-style-type: none"> <li>• Licensing requirements and archival supervision.</li> <li>• Procedures in case of employer bankruptcy or liquidation.</li> </ul> </li> <li>• <b>Trends and challenges</b> <ul style="list-style-type: none"> <li>• Process automation (workflow, AI in document classification).</li> <li>• International standards (ISO 15489, MoReq, ICA) and best practices.</li> </ul> </li> </ul>						
Prerequisites and co-requisites							
Assessment methods and criteria	<table border="1"> <thead> <tr> <th>Subject passing criteria</th> <th>Passing threshold</th> <th>Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td>written colloquium</td> <td>51.0%</td> <td>100.0%</td> </tr> </tbody> </table>	Subject passing criteria	Passing threshold	Percentage of the final grade	written colloquium	51.0%	100.0%
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Recommended reading	Basic literature	
		<p><b>Core Literature:</b></p> <ol style="list-style-type: none"> <li>1. A. Jankowski (ed.), <i>Document Management in Public Administration</i>, C.H. Beck, Warsaw 2020.</li> <li>2. A. Biernat, <i>The Right to Public Information</i>, Wolters Kluwer, Warsaw 2019.</li> <li>3. M. Jaśkowska, <i>Electronic Document Management: Organization, Processes, Tools</i>, University of Silesia Press, Katowice 2021.</li> <li>4. A. Dąbrowska, <i>Providing Access to Public Information in Public Administration Practice</i>, Wolters Kluwer, Warsaw 2022.</li> <li>5. K. Sienkiewicz-Małyjurek, <i>Archiving Documents in Public Administration</i>, PWN Publishing, Warsaw 2018.</li> </ol> <p><b>Selected Legal Acts:</b></p> <ol style="list-style-type: none"> <li>1. Act of 14 July 1983 on the National Archival Resource and Archives (Journal of Laws 2020, item 164, as amended).</li> <li>2. Act of 6 September 2001 on Access to Public Information (Journal of Laws 2022, item 902, as amended).</li> <li>3. Act of 17 February 2005 on the Computerization of Activities of Public Entities (Journal of Laws 2023, item 57).</li> <li>4. Office Instruction for Municipal, County, and Voivodeship Authorities Annex to the Regulation of the Prime Minister of 18 January 2011.</li> <li>5. Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR).</li> <li>6. Executive regulations on archiving, document flow, and electronic document management (EDM).</li> </ol>

	Supplementary literature	<ol style="list-style-type: none"> <li>1. Gruszecki Krzysztof, Komentarz do ustawy o udostępnianiu informacji o środowisku i jego ochronie, udziale społeczeństwa w ochronie środowiska oraz o ocenach oddziaływania na środowisko, (aktualne wydanie)</li> <li>2. Kamińska Irena, Rozbicka-Ostrowska Mirosława, Ustawa o dostępie do informacji publicznej. Komentarz, (aktualne wydanie)</li> <li>3. Sakowska-Baryła Marlena, Ochrona danych osobowych a dostęp do informacji publicznej i ponowne wykorzystywanie informacji sektora publicznego, (aktualne wydanie)</li> <li>4. Martysz Czesław, Szpor Grażyna, Wojsyk Kajetan, Ustawa o informatyzacji działalności podmiotów realizujących zadania publiczne. Komentarz, (aktualne wydanie)</li> <li>5. Mędrzycki Radosław, Szyrski Mariusz, Obowiązki kierownika podmiotu według nowej instrukcji kancelaryjnej, Admin. 2014/1/1 12-127</li> <li>6. Sitniewski Piotr Marek, Dostęp do informacji publicznej. Pytania i odpowiedzi. Wzory pism, (current edition)</li> <li>7. Konstankiewicz Marek, Niewęglowski Adrian, Narodowy zasób archiwalny i archiwa. Komentarz, (current edition)</li> <li>8. Szpor Grażyna (ed.), Dokumentacja elektroniczna w podmiotach publicznych, (current edition)</li> <li>9. M. Jaśkowska, Elektroniczne zarządzanie dokumentacją. Organizacja, procesy, narzędzia, Wydawnictwo Uniwersytetu Śląskiego, Katowice 2021. A. Dąbrowska, Udostępnianie informacji publicznej w praktyce administracji publicznej, Wolters Kluwer, Warszawa 2022.</li> </ol>
	eResources addresses	

<p>Example issues/ example questions/ tasks being completed</p>	<p><b>Sample issues and questions:</b></p> <ol style="list-style-type: none"> <li>1. What are the basic stages of document flow in a public administration unit?</li> <li>2. How does an internal archive differ from a records storage facility?</li> <li>3. What is the process of classification and appraisal of documentation?</li> <li>4. What are the rules for granting access to public information under the applicable law?</li> <li>5. How does the Electronic Document Management System (EDMS) operate?</li> <li>6. What are the basic responsibilities of public administration bodies regarding personal data protection?</li> <li>7. Which documents are excluded from access under the Public Information Access Act?</li> <li>8. What is meant by the re-use of public sector information?</li> </ol> <p><b>Sample practical tasks:</b></p> <ul style="list-style-type: none"> <li>• Analysis of the records management manual used in a selected public administration unit.</li> <li>• Development of a document flow diagram for a public institution (both traditional and electronic).</li> <li>• Assessment of compliance of public information disclosure practices with legal regulations.</li> <li>• Completion of a request form for access to public information.</li> <li>• Preparation of criteria for classification and appraisal of documentation in a case file.</li> <li>• Case study: refusal to provide public information and available appeal procedures.</li> <li>• Development of rules for securing electronic documents.</li> <li>• Analysis of the structure of the Public Information Bulletin (BIP) of a selected administrative body.</li> </ul>
<p>Work placement</p>	<p>Not applicable</p>

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