

Subject card

Subject name and code	Circulation management, archiving and access to public documents - workshop classes, PG_00133258						
Field of study							
Date of commencement of studies	October 2025		Academic year of realisation of subject		2027/2028		
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study		
Mode of study	full-time studies		Mode of delivery		at the university		
Year of study	3		Language of instruction		Polish Polish		
Semester of study	5		ECTS credits		2.0		
Learning profile	practical		Assessment form		credit		
Conducting unit	Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		mgr Karol Ważny				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	30.0	0.0	0.0	0.0	30
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	30		0.0		20.0	50
Subject objectives	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_UK04] The student is able to prepare an independent written report and an oral presentation on basic issues related to administration and administrative activities.	EK_03 – The student is able to independently prepare a written assignment (e.g., document circulation procedure, request for public information) and deliver an oral presentation on the principles of document archiving and public information access.	[SU1] oral statement/conversation/discussion [SU3] text preparation/written work [SU4] test/exam - oral or written [SU5] implementation of a problem task [SU8] observation of student's independent or team work
	[ADMINL3_KR03] The student is ready to responsibly perform duties in public administration, including positions requiring a bachelor's degree, as well as in other entities in roles related to administration.	EK_04 – The student is ready to responsibly perform the duties of a public administration official in the field of document management, respecting the principles of administrative transparency and data protection.	[SK1] oral statement/conversation/discussion [SK3] text preparation/written work [SK4] test/exam - oral or written [SK5] implementation of a problem task [SK8] observation of student's independent or team work
	[ADMINL3_UW01] Using his own knowledge and sources of information, including the ability to use modern digital techniques and professional methods of acquiring information, the student is able to analyze and resolve problems, as well as interpret legal, social, and political phenomena within the scope of administration and selected areas of social and economic life.	EK_01 – The student is able to analyse issues related to document management, archiving, and access to public records, using their own knowledge as well as modern digital techniques and information sources relevant to public administration.	[SU1] oral statement/conversation/discussion [SU3] text preparation/written work [SU4] test/exam - oral or written [SU5] implementation of a problem task [SU8] observation of student's independent or team work
	[ADMINL3_WG02] At an advanced level, the student is able to characterize the system of public authority (national, local, and EU-level), the structure of administration, the process of appointing bodies, their competencies, and the domains in which they operate, as well as the legal and organizational conditions for the functioning of administration.	EK_02 – The student understands the structure and tasks of public administration bodies responsible for records management and can identify the legal and organizational conditions that influence the implementation of these tasks.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW3] text preparation/written work [SW5] implementation of a problem task

- **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).

	• Control and accountability • Complaint and administrative court procedures. • Criminal sanctions for denial of public information. • Re-use of public sector information • Open data legislation. • Licensing terms, fees, open data standards. • Access to environmental information • Scope, procedures, databases (e.g., Ekoportal). • The role of public participation in environmental processes. • Publicly available registers and databases • KRS (National Court Register), EKW (Land and Mortgage Register), REGON, Geoportal, dane.gov.pl. • Access rules and limitations. • Information security and personal data protection • GDPR in public administration. • Security policies, audits, unit manager responsibility. • Business activity in the field of storing HR and payroll documentation • Licensing requirements and archival supervision. • Procedures in case of employer bankruptcy or liquidation. • Trends and challenges • Process automation (workflow, AI in document classification). • International standards (ISO 15489, MoReq, ICA) and best practices.
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Prerequisites and co-requisites	Prerequisites: • Knowledge of basic concepts and institutions of administrative law acquired through the course <i>Administrative Law</i>. • Ability to use legal texts (including legal information systems). • Basic analytical skills and logical reasoning abilities. Recommended Additional Requirements: • Interest in the issues covered by the course curriculum. Interest in the issues covered by the course curriculum. • Willingness to independently explore case law and interpret legal provisions. • Ability to work in a group and actively participate in problem-solving discussions.								
Assessment methods and criteria	<table><tr><th>Subject passing criteria</th><th>Passing threshold</th><th>Percentage of the final grade</th></tr><tr><td>written colloquium</td><td>51.0%</td><td>100.0%</td></tr></table>	Subject passing criteria	Passing threshold	Percentage of the final grade	written colloquium	51.0%	100.0%		
Subject passing criteria	Passing threshold	Percentage of the final grade							
written colloquium	51.0%	100.0%							
Recommended reading	Basic literature	Recommended Academic Literature: 1. A. Jankowski (ed.), <i>Document Management in Public Administration</i>, C.H. Beck, Warsaw 2020. 2. A. Biernat, <i>The Right to Public Information</i>, Wolters Kluwer, Warsaw 2019. 3. M. Jaśkowska, <i>Electronic Document Management: Organization, Processes, Tools</i>, University of Silesia Press, Katowice 2021. 4. A. Dąbrowska, <i>Providing Access to Public Information in Public Administration Practice</i>, Wolters Kluwer, Warsaw 2022. 5. K. Sienkiewicz-Małjurek, <i>Archiving Documents in Public Administration</i>, PWN Publishing, Warsaw 2018. Selected Legal Acts: 1. Act of 14 July 1983 on the National Archival Resource and Archives (Journal of Laws 2020, item 164, as amended). 2. Act of 6 September 2001 on Access to Public Information (Journal of Laws 2022, item 902, as amended). 3. Act of 17 February 2005 on the Computerization of Activities of Public Entities (Journal of Laws 2023, item 57). 4. Office Instruction for Municipal, County, and Voivodeship Authorities Annex to the Regulation of the Prime Minister of 18 January 2011. 5. Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR). 6. Executive regulations on archiving, document flow, and electronic document management (EDM).							

	Supplementary literature	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) 2. Kamińska Irena, Rozbicka-Ostrowska Mirosława, Ustawa o dostępie do informacji publicznej. Komentarz, (aktualne wydanie) 3. Sakowska-Baryła Marlena, Ochrona danych osobowych a dostęp do informacji publicznej i ponowne wykorzystywanie informacji sektora publicznego, (aktualne wydanie) 4. Martysz Czesław, Szpor Grażyna, Wojsyk Kajetan, Ustawa o informatyzacji działalności podmiotów realizujących zadania publiczne. Komentarz, (aktualne wydanie) 5. Mędrzycki Radosław, Szyrski Mariusz, Obowiązki kierownika podmiotu według nowej instrukcji kancelaryjnej, Admin. 2014/1/1 12-127 6. Sitniewski Piotr Marek, Dostęp do informacji publicznej. Pytania i odpowiedzi. Wzory pism, (current edition) 7. Konstankiewicz Marek, Niewęglowski Adrian, Narodowy zasób archiwalny i archiwa. Komentarz, (current edition) 8. Szpor Grażyna (ed.), Dokumentacja elektroniczna w podmiotach publicznych, (current edition) 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.
	eResources addresses	

Example issues/ example questions/ tasks being completed	Sample issues and questions: 1. What are the basic stages of document flow in a public administration unit? 2. How does an internal archive differ from a records storage facility? 3. What is the process of classification and appraisal of documentation? 4. What are the rules for granting access to public information under the applicable law? 5. How does the Electronic Document Management System (EDMS) operate? 6. What are the basic responsibilities of public administration bodies regarding personal data protection? 7. Which documents are excluded from access under the Public Information Access Act? 8. What is meant by the re-use of public sector information? Sample practical tasks: • Analysis of the records management manual used in a selected public administration unit. • Development of a document flow diagram for a public institution (both traditional and electronic). • Assessment of compliance of public information disclosure practices with legal regulations. • Completion of a request form for access to public information. • Preparation of criteria for classification and appraisal of documentation in a case file. • Case study: refusal to provide public information and available appeal procedures. • Development of rules for securing electronic documents. • Analysis of the structure of the Public Information Bulletin (BIP) of a selected administrative body.
Work placement	Not applicable

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