

Subject card

Subject name and code	Legal aspects of documentation management, PG_00168440						
Field of study	History						
Date of commencement of studies	October 2026		Academic year of realisation of subject		2027/2028		
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study Humanistic-social subject group		
Mode of study	part-time studies		Mode of delivery		at the university		
Year of study	2		Language of instruction		Polish		
Semester of study	4		ECTS credits		2.0		
Learning profile	academic		Assessment form		credit		
Conducting unit	Division of Methodology of History, History of Historiography and Archival Science -> Institute of History -> Faculty of History -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Anna Żeglińska				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	15.0	0.0	0.0	0.0	0.0	15
	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	15		2.0		35.0	52
Subject objectives	To provide students with knowledge of the sources of law on records management to familiarize students with the classification of legal acts on records management to make students aware of the scope of legal regulations on records management processes - to familiarize students with the most important regulations on records management.						
Learning outcomes	Course outcome		Subject outcome		Method of verification		
	[HISTL3_U02] Is able to correctly select and use appropriate methods and tools appropriate to the work of a historian (including advanced information and communication techniques)		The student has advanced chronologically and thematically organized knowledge of the legal aspects of records management.		[SU3] text preparation/written work		
	[HISTL3_W11] Knows and understands the basic economic, legal, ethical and other conditions of various professional activities related to history including the basic concepts and principles of industrial property protection and copyright law		Knows and understands the basic economic, legal, ethical and other conditions of various professional activities, including the basic concepts and principles of archival law.		[SW3] text preparation/written work		
	[HISTL3_K06] Is ready to perform professional roles responsibly and to adhere to the professional ethics of the historian and to demonstrate an understanding of the world of values and attitudes of people in different historical periods and contexts		The student is ready to perform professional roles responsibly and adhere to the professional ethics of the archivist and records manager.		[SK3] text preparation/written work		
Subject contents	Classification of legal acts on records management scope of legal regulations on the processes of documentation production legal acts on the collection, storage and availability of documentation legal regulations on the management of archival records characterization of the content of selected basic legal acts on records management.						

Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Written work on issues covered in class.	51.0%	100.0%
Recommended reading	Basic literature	A. Jamróz, Wprowadzenie do prawoznawstwa, Warszawa 2011 J. Jabłońska Bonca, Wstęp do nauk prawnych, Poznań 1996 H.Robótka, Współczesna biurowość. Zagadnienia ogólne, Toruń 2010 Archiwa. Przepisy prawne. Wybór i opracowanie Jerzy Góral, Toruń 2001 Zbiór przepisów archiwalnych wydanych przez naczelnego dyrektora archiwów państwowych w latach 1952-2000. Wybór i opracowanie M. Tarakanowska i E. Rosowska, Warszawa 2001 Dz.U. z 2011 r., nr 97, poz 698 Dz.U. z 1997 r., nr 133, poz. 883 Dz.U. z 2010 r., nr 182, poz. 1228 Dz.U. z 2011 r. nr 14, poz 67, nr 27,poz 140 Dz.U. z 2002 r. nr 167 poz.1375 Dz. U. z 2004 r., nr 100, poz. 1024.	
	Supplementary literature	Archiwa. Przepisy prawne. Wybór i opracowanie Jerzy Góral, Toruń 2001. A. Jamróz, Wprowadzenie do prawoznawstwa, Warszawa 2011.	
	eResources addresses		
	Example issues/ example questions/ tasks being completed		
Work placement	Not applicable		

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