University of Gdańsk

Subject card

Subject name and code	Studies of Administrative Records and Case Files - lecture, PG_00205574		
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 Optional subject group Subject group related to scientific research in the field of study
Mode of study	full-time studies	Mode of delivery	at the university
Year of study	2	Language of instruction	Polish
Semester of study	3	ECTS credits	1.0
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 Jarosław Drozd	
	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	8.0	25

Subject objectives	Discussion of the typology and the external and internal forms of case files taking into account the filing processes in the Prussian, Austrian, Russian and Polish chancelleries.

Learning outcomes

Course outcome	Subject outcome	Method of verification
[HISTL3_U08] Is able to plan and organise his/her work effectively, independently acquiring and consolidating knowledge in a structured and systematic manner	Is able to effectively plan and organize the process of independently acquiring and consolidating knowledge in the field of records management and archival records in a structured and systematic manner.	[SU8] observation of student's independent or team work
[HISTL3_W02] Has advanced, chronologically and thematically ordered knowledge of the history of ancient and modern Polish lands	K1H _W02: The student has an advanced, chronologically and thematically organised knowledge of of archival science and records management, including the processes of archival science.	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion
[HISTL3_W08] Knows and understands, at an advanced level, the specialist terminology of historical studies (including terminology in at least one modern foreign language), as well as the terminology of the humanities and social sciences, and the basic concepts expressed in an ancient language.	K1H_W08: The student has mastered the professional terminology of archival science	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion
[HISTL3_K01] Critically evaluates his/her knowledge, demonstrates a willingness to continually expand his/her knowledge and to seek expert advice if he/she has difficulty solving a problem on his/ her own	K1H_K01: The student critically evaluates his/her knowledge in the field of periodical filing cases, demonstrates a willingness to extend it continuously and to seek the opinion of experts in case of difficulties in solving a problem independently.	[SK1] oral statement/conversation/ discussion [SK4] test/exam - oral or written
[HISTL3_W09] Knows and understands, at an advanced level, the methods of analysing and interpreting historical sources, as well as their significance for historical research.	K1H_W09: The student has advanced knowledge to analyse and interpret historical sources and understands their usefulness in historical research	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion
[HISTL3_W04] Has advanced knowledge and understanding of the specific characteristics of selected fields of historical research, such as political history, social history, economic history, cultural history, family history, and gender history.	K1H_W04: The student is familiar with the different research directions in the field of archives and records management, such as the study of archival processes.	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion

Subject contents

Analysis of the external and internal elements of the case file period office forms. Development of case file period office forms. Typology of the clerical forms of the case file period.

Prerequisites and co-requisites

Knowledge of basic archival terms and concepts.

Assessment methods and criteria

Subject passing criteria	Passing threshold	Percentage of the final grade
Colloquium	50.0%	70.0%
Frequency	70.0%	30.0%

Recommended reading

Basic literature	H. Robótka, B. Ryszewski, A. Tomczak, Archiwistyka, Warszawa 1989. S. Nawrocki, Rozwój form kancelaryjnych na ziemiach polskich od średniowiecza do końca XX wieku, Poznań 1998 Archiwa państwowe w Polsce. Przewodnik po zasobach. Oprac. zbiorowe, Warszawa 1998 A. Tomczak, Zarys dziejów archiwów polskich i ich współczesna organizacja, [w:] H. Robótka, B. Ryszewski, A. Tomczak, Archiwistyka, Warszawa 1989.
Supplementary literature	J. Stojanowski, Akta Rady Nieustającej 1774-1788, Archeion, 4 (1928). Z. Chmielewski, Przesłanki modyfikowania proces aktotwórczego na ziemiach polskich w pierwszej fazie rozwoju akt spraw (1807-1931). Zarys problemu [w:] Historia i archiwistyka, księga pamiątkowa ku czci prof. A. Tomczaka, Toruń 1992, s. 135-145. I. Radtke, Akta spraw w systemie kancelarii pruskiej, Archeion, 78 (1984), s. 163-192. A. Przywuska, Dokumentacja kartograficzna Archiwum Państwowego w Gdańsku z lat 1520- 1650, [w:] Historia i archiwistyka, księga pamiątkowa ku czci prof. A. Tomczaka, Toruń 1992, s. 297-307.
eResources addresses	

Example issues/ example questions/ tasks being completed	Typology and the external and internal forms of chancellery case files taking into account the world-forming processes in the Prussian chancellery.
Work placement	Not applicable

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