University of Gdańsk

Subject card

Subject name and code	Modern Archive II, PG_00205583		
Field of study	History		
Date of commencement of studies	October 2026	Academic year of realisation of subject	2028/2029
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	3	Language of instruction	Polish
Semester of study	5	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 Jarosław Drozd	
	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	2.0	18.0	50

Subject objectives	To teach students contemporary methods and present tools of records management. The aim of the exercises in this field is to develop the ability to carry out the typical office operations of modern institutions and to use the knowledge of the role that records management should play in the process.

Learning outcomes

Course outcome	Subject outcome	Method of verification
[HISTL3_W12] Knows and understands, at an advanced level, the principles governing the functioning, establishment and development of various forms of entrepreneurship.	K1H_W012 Students will know and understand the basic principles of the development of various forms of entrepreneurship oriented to contemporary documentation management, in particular electronic forms of documentation circulation and the use of computerisation in the field of documentation archiving	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion
[HISTL3_K04] Is ready to think and act in an entrepreneurial way	K1H _K05: The student is prepared to think and act in an entrepreneurial manner, including with the using information systems for electronic records management.	[SK1] oral statement/conversation/ discussion [SK4] test/exam - oral or written
[HISTL3_K05] 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	K1H_K06: The student is prepared to perform professional roles responsibly and to observe the the professional ethics of an archivist and records manager	[SK1] oral statement/conversation/ discussion [SK4] test/exam - oral or written
[HISTL3_U02] Is able to select methods and tools appropriate to historical research and practice, including advanced information and communication technologies (ICT).	K1H _U02: The student is able to correctly select and apply appropriate methods and tools appropriate to contemporary documentation management (including advanced information and communication techniques)	[SU1] oral statement/conversation/ discussion [SU2] presentation/project/paper/ report [SU4] test/exam - oral or written
[HISTL3_W11] Knows and understands the economic, legal, ethical and other conditions affecting various types of professional activity related to history, including the concepts and principles of industrial property protection and copyright law.	K1H_W011: Students will know and understand the basic economic, legal, ethical and other determinants of various professional activities related to contemporary records management	[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 various research directions and concepts in the field of records management contemporary, such as research on archival processes, including processes of filing and archiving, informatology research, including information systems etc.	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion
[HISTL3_U03] The student is able to communicate with others using specialist terminology relevant to history and related disciplines, including terms from their chosen professional specialisation.	K1H_U03: The student is able to communicate with the public using specialised terminology specific to contemporary records management	[SU1] oral statement/conversation/ discussion [SU4] test/exam - oral or written
[HISTL3_U07] Is able to plan and organise individual work and interact with others in teamwork	K1H_U07: The student is able to plan and organise individual work and interact with others in teamwork	[SU8] observation of student's independent or team work

Subject contents	The exercises discuss the organisation of office work in modern institutions, the filing process in these offices and the the process of archiving contemporary documentation; taking into account the following specific issues implemented, among others, with the use of by students of IT tools: 1. The concept of: records management, archival science vs. records menagment, basic concepts for the field, objectives of records management. 2. The use of system analysis as a tool to comprehensively assess the effectiveness of the work of a modern law office and to implement changes in the records production process, selected literature. 3 The essence of a case file registry. Overview of the law firm systems occurring in Poland. 4 A detailed analysis of the day-to-day, non-journal and mixed filing systems. 5. The principles of classifying and qualifying documentation and the principles and mode of transferring archival materials to state archives and the detailed rules for arranging and the procedure for transferring archival materials to the state archives. 6. The Registry Instruction and its role in the documentation management process. 7 Lists of files, their typology and role in the records management process. Lists of files of selected organisational units. 8 Information systems and information circulation systems in institutions. 9. Computerised office systems and computerised archiving. 10. Electronic records management. 11. Digitisation. 12 Electronic documentation. The electronic document, definitions and interpretations. The electronic document in Polish and European law. The Act on Informatisation of the Activities of Entities Performing Public Tasks of 17.02.2005 (Journal of Laws of 2005 No. 64, item 565 as amended) along with Regulations on handling electronic documents. 13. 13. Electronic document circulation systems. 14. Security issues in handling electronic documents. Electronic signature. 15. Electronic archives. 16. Archival law and legal issues in archives. 17. Bank, notary, mortgage and bailiff offices: organisation of office work, the filing process in these offices and the the process of archiving banking, notary, mortgage and bailiff records in the company archives and interim archives, until until its final archiving in the perpetual archive. 18 The chancellery of health care institutions: the organisation of chancellery work, the filing process in these chancelleries and the process of archiving medical records. 19 The registry of general, military and administrative courts: organisation of registry work, the filing process in these registries and the process of archiving court case files. 20 Electronic records management in the world - selected models.
Prerequisites and co-requisites	Having knowledge of basic archival concepts, the subject and scope of archival science - credit for the course: Introduction to Archivistics.

Assessment methods and criteria

Subject passing criteria	Passing threshold	Percentage of the final grade
Frequency	70.0%	10.0%
Coloquium	50.0%	70.0%
Multimedia presentation	50.0%	20.0%

Recommended reading

Basic literature

Borodin E., Kilka uwag w sprawie w sprawie współczesnych wykazów akt, Archiwista Polski:, 2001, nr 1, s. 86-92;
Kantor T., Przepisy kancelaryjnoarchiwalne jednostki organizacyjnej wytwarzającej dokumentację elektroniczną, Archeion t.107, 2004, s. 301-308;
Narojczyk K., Dokument elektroniczny i jego opis bibliograficzny w publikacjach humanistycznych, Olsztyn 2005;
Printke R. T., Standardy i formaty danych w digitalizacji zasobów archiwalnych i bibliotecznych, Archeion, t. 107, 2004;
Radtke I., Kancelaria współczesna, Archeion, t. C, 1999, s. 28-50;
Robótka H., Co o wykazach akt wiedzieć należy, cz. I Archiwista Polski, 2005, nr 1, s. 69-82; cz. II Archiwista Polski, 2005, nr 2, s. 67-78;
Ryszewski B., Archiwa i archiwistyka polska wobec komputeryzacji, (w:) Pamiętnik XV Powszechnego Zjazdu Historyków w Gdańsku, T. 1 cz. 2 s. 237-244, 1994;
Schmidt K., Prace przygotowawcze do archiwizacji dokumentów elektronicznych doświadczenia australijskie i brytyjskie, "Archeion", t. 107, s. 117-148;
Twigge S., Ocena dokumentów elektronicznych (w:) Archiwa w postaci cyfrowej. Materiały międzynarodowych warsztatów DELOS CEF, pod red. E. Rosowskiej, Warszawa 2003, s.132-139;
Wajs H., Archiwa wobec e-rządu i społeczeństwa informacyjnego (w:) Archiwa i archiwiści w dobie
społeczeństwa informacyjnego. Pamiętnik IV Powszechnego Zjazdu Archiwistów Polskich, t.1, pod red. D. Nałęcz, Toruń 2002, s.55-64;
Wajs H., Przechowywanie obiektów elektronicznych w długim czasie prezentacja www.archiwa.gov.pl.
Wnuk M., Zastosowanie komputera w zarządzaniu dokumentacją współczesną uwagi problemowe, (w:) Metody komputerowe w badaniach i nauczaniu historii, pod red. K. Narojczyka i B. Ryszewskiego, Olsztyn, 2005, s. 59-70.
Legislation administered in the course of classes available from: http:// www.sejm.gov.pl

	Supplementary literature	Beagrie N., Narodowe inicjatywy w zakresie przechowywania cyfrowego. Przegląd przedsięwzięć w Australii, Francji, Holandii i Wielkiej Brytanii oraz działalności międzynarodowej w tym obszarze, Archeion, t. 107, 2004; Fűchsel H., Sekretariat, czyli centrum informacyjne firmy, Warszawa 2002; Ganczar D., Dokumentacja elektroniczna - okiem archiwisty, Archiwista Polski", 2004, nr 2, s. 9-18; Goban-Klas T., Od A do B, czyli archiwa wkraczają w erę bitową, Archeion, t. 107, 2004; Ketelaar E., Cyfrowe życie w archiwum dla ludzi, Archeion, t. 107, 2004; Krystek H., Wpływ stosowania normy ISO serii 9000 na zmianę systemu obiegu dokumentacji oraz na proces aktotwórczy (informacjotwórczy) (część I i II), Archiwista Polski", nr 4/2004 i nr 1/2005; Sylwestrzak W., XML a informatyzacja archiwów, Archeion, t. 107, 2004; Wojsyk K., Czy możliwe jest obecnie przygotowanie instrukcji kancelaryjnej uwzględniającej istnienie dokumentu elektronicznego?, "Archeion" T. CVII, s. 309-324;
	eResources addresses	
Example issues/ example questions/ tasks being completed	What is electronic records management?	
Work placement	Not applicable	

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