

Subject card

Subject name and code	Records Management and Case File Systems - seminars, PG_00205601						
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	0.0	15.0	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_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 of the period of files cases, shows readiness to its constantly expand and consult experts in the event of difficulties to solve a problem themselves problem.	[SK8] 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, knowledge in the field of archival science and documentation management, including about processes archiving processes.	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion
	[HISTL3_W09] The student knows and understands the methods of analysing and interpreting historical sources, as well as their significance in historical research.	K1H_W09: The student has advanced knowledge to analyse and interpretation of historical sources and understands their usefulness in historical research	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion
	[HISTL3_U01] student is able to apply their knowledge to solve complex and unusual problems in the field of history through the appropriate selection of sources, their critical analysis and the synthesis of information	K1H_U01: The student is able to use the knowledge he/she possesses: to formulate and, through appropriate selection of information sources, critically analyse and synthesise them, solve solve complex and unusual problems in in the field of actuarial science of the file period.	[SU4] test/exam - oral or written [SU8] observation of student's independent or team work
	[HISTL3_W04] Student is familiar with various fields of historical research, such as political history, social history, economic history, cultural history, family history, gender history,	K1H_W04: The student is familiar with the various lines of research in the field of archival science and management documentation, such as the study of archival processes	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion
	[HISTL3_W08] Student knows and understands the professional terminology of the historical sciences (also in at least one modern language) as well as the basic terminology of the humanities and social sciences and understands the basic concepts in ancient and/or ancient language found in the sources	K1H_W08: The student has mastered the professional terminology in the field of archival science	[SW4] test/exam - oral or written
Subject contents	An analysis of the external and internal elements of the case file period's office forms. The development of the of the clerical forms of the case file period. Typology of case file period office forms.		
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
	Frequency	80.0%	10.0%
	Colloquium	50.0%	90.0%
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 external and internal forms of chancellery case files taking into account the processes of world-forming processes in the Prussian Registry.	
Work placement	Not applicable	

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