University of Gdańsk

Subject card

Subject name and code	Introduction to the Problems of Records Management I, PG_00168427						
Field of study	History						
Date of commencement of studies	October 2026		Academic year of realisation of subject		2026/2027		
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study Subject group related to scientific research in the field of study		
Mode of study	part-time studies		Mode of delivery		e-learning		
Year of study	1		Language of instruction		Polish		
Semester of study	1		ECTS credits		1.0		
Learning profile	academic		Assessment form		credit		
Conducting unit							
Name and surname of lecturer (lecturers)	Subject supervisor		dr Anna Siekierska				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	5.0	0.0	0.0	0.0	0.0	5
	E-learning hours included: 5.0						
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	5		2.0		18.0	25
Subject objectives	Familiarisation with the basic principles of records management						

Learning outcomes

Course outcome	Subject outcome	Method of verification
[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	Is ready to handle documentation responsibly and in accordance with professional ethical principles, taking into account its significance and social, cultural and historical context in the process of records management.	[SK8] observation of student's independent or team work
[HISTL3_W03] The student has advanced, well-structured and detailed knowledge of general history (covering the main historical periods) in both chronological and thematic terms, enabling them to deepen their knowledge and develop their research interests within their chosen specialisation	The student has advanced, structured detailed knowledge of archival science and records management in chronological and thematic terms	[SW2] presentation/project/paper/ report
[HISTL3_U02] Is able to select methods and tools appropriate to historical research and practice, including advanced information and communication technologies (ICT).	the student is able to correctly select and use methods and tools appropriate to the work of an archivist (including advanced information and communication technology)	[SU2] presentation/project/paper/ report
[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.	Students will be familiar with the various fields of research in the field of archival science and records management, such as the study of archival processes, including filing and archiving processes, informatics research, including information systems, etc.	[SW2] presentation/project/paper/ report
[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.	the student is able to communicate with the public using specialist terminology specific to archival science	[SU2] presentation/project/paper/ report

Subject contents

Bibliography on records management; the law office (definition and meaning), the law office system, norms governing the organisation and functioning of the law office, the law office instruction, the list of files, the law office form of a letter, law office activities, the circulation of letters in the institution, the accrual of case files.

Prerequisites and co-requisites

Assessment methods and criteria

Subject passing criteria	Passing threshold	Percentage of the final grade
	51.0%	100.0%

Recommended reading

Basic literature	T. Bogusławska, Praca biurowa, cz. 1 i cz. 2: Praca w nowoczesnym biurze, Warszawa 2003. H. Krystek, Organizacja pracy kancelaryjnej, [w:] Vademecum kancelaryjno-archiwalne, pod red. K. Stryjkowskiego, Poznań 2006. H. Robótka, Współczesna biurowość. Zagadnienia ogólne, Toruń 2010.
Supplementary literature	W. Mikołajczewska, T. Noch, Organizacja pracy biurowej, Wybrane zagadnienia, Gdańsk 2007. I. Radtke, Kancelaria współczesna, Archeion, t. 100, 1999. Przepisy prawne podawane w trakcie zajęć dostępne ze strony: http://www.sejm.gov.pl
eResources addresses	

Example issues/ example questions/ tasks being completed

Work placement

Not applicable

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