University of Gdańsk

Subject card

Subject name and code	Classification Systems in Documentation Management, PG_00168424		
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
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 Jolanta Musiał	
	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 classification systems in 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 the significance of its social, cultural and historical context when classifying, processing and making it accessible.	
[HISTL3_U02] Is able to select methods and tools appropriate to historical research and practice, including advanced information and communication technologies (ICT).	Students will be able to select and apply correctly the methods and tools appropriate to the work of an archivist (including those related to records management).	[SU4] test/exam - oral or written
[HISTL3_W02] Has advanced, chronologically and thematically ordered knowledge of the history of ancient and modern Polish lands	The student has advanced, chronologically and thematically ordered knowledge of archival science and records management, including classification systems	[SW4] test/exam - oral or written

Subject contents

Registry (definition and meaning); registry system (journal, non-journal, mixed); norms governing the organisation and functioning of the registry; registry instructions; list of files.

Prerequisites and co-requisites

Assessment methods and criteria

Subject passing criteria	Passing threshold	Percentage of the final grade
	0.0%	20.0%
	51.0%	80.0%

Recommended reading	Basic literature	Dokumentacja w zakładzie pracy. Przepisy kancelaryjne i archiwalne, Warszawa 1975. W. Jarzębowski, Nowoczesne biuro. Organizacja i technika, Warszawa 1972. E. Jendrzejczak, Korespondencja biurowa, Warszawa 2006. H. Krystek, Organizacja pracy kancelaryjnej, [w:] Vademecum kancelaryjno - archiwalne, pod red. K. Stryjkowskiego, Poznań 2006, s. 25-61. I. Radtke, Jednolite rzeczowe wykazy akt, Archeion t. 44, 1966. I. Radtke, Kancelaria współczesna, Archeion, t. 100, 1999. H. Robótka, Co o wykazach akt wiedzieć należy, cz. I - Archiwista Polski, 2005, nr 1; cz. II - Archiwista Polski, 2005, nr 2.
	Supplementary literature	W. Mikołajczewska, T. Noch, Organizacja pracy biurowej, Wybrane zagadnienia, Gdańsk 2007. H. Robótka, Współczesna biurowość. Zagadnienia ogólne, Toruń 2010.
	eResources addresses	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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