University of Gdańsk

Subject card

Subject name and code	Basics of Archival Theory and Methodology I, PG_00168435						
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 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	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 Anna Żeglińska				
	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	To provide students with knowledge of the subject and scope of archival science To explain the basic concepts of archival theory To familiarize students with an outline of the theoretical problems of archival science systematized according to the basic functions of archives (collection, storage, processing, making archival materials available, and supervision of the growing stock) To deepen knowledge of archival terminology.						

Learning outcomes

Course outcome	Subject outcome	Method of verification
[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.	Students are able to communicate with the public using specialized terminology specific to historical and related sciences (e.g., archival terminology).	[SU1] oral statement/conversation/ discussion [SU2] presentation/project/paper/ report
[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; and formulate and solve problems within their chosen area of professional specialisation	Students are able to use their knowledge: formulate and, through the appropriate selection of information sources, critical analysis and synthesis, solve complex and unusual problems in the field of archival science and records management.	[SU1] oral statement/conversation/ discussion [SU2] presentation/project/paper/ report
[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	Students are able to communicate with the public using specialized terminology specific to historical and related sciences (e.g., archival terminology).	[SW1] oral statement/ conversation/discussion [SW2] presentation/project/paper/ report
[HISTL3_K02] Is ready to fulfil social and professional obligations related to the chosen specialisation and to co-organise activities serving the community in the areas of education and the promotion of the historical and cultural heritage of Poland, the region, and Europe.	He is ready to fulfill social obligations, co-organize activities for the benefit of the social environment in the field of education and promotion of historical and cultural heritage of Poland, his region and Europe.	[SK1] oral statement/conversation/ discussion [SK2] presentation/project/paper/ report

Subject contents

Subject and scope of archival science. Archives and archival service, their role, functions and organization. Archival process - characteristics from the point of view of archivistics Problems of supervision of the growing archival resource. Problems of accumulation - structure of the archival resource Principles guiding the distribution of the resource . Problems of assessing the value and selection of documentation. Objectives, conditions, stages of development of the resource in archives. Problems of the archival ensemble. Problems of making the resource available . Structure and elements of the archival information system .

Prerequisites and co-requisites

Assessment methods and criteria

Subject passing criteria	Passing threshold	Percentage of the final grade
Preparation of practical work.	51.0%	80.0%
Participation in problem discussions.	51.0%	20.0%

Recommended reading	Basic literature	**Rozmieszczenie zasobu:** A. Tomczak, *Zasada pertynencji terytorialnej a rozmieszczenie zasobu w archiwach polskich*, Archeion, t. 67; J. Podralski, *Zasada pertynencji terytorialnej w świetle materiałów w Szczecinie*, Archeion, t. 71; W. Stępniak, *Problemy międzynarodowego prawa archiwalnego w dorobku archiwistyki polskiej*, Archeion, t. 69. **Kształtowanie zasobu archiwalnego:** G. Kaleński, *Brakowanie akt*, wyd. 3 Warszawa 1948; A. Bachulski, *Brakowanie akt*, Archeion, t. 19/20; I. Radtke, *Kształtowanie się zasobu archiwalnego w archiwach zakładowych*, Archeion, t. 72. **Opracowanie i udostępnianie zasobu:** R. Przelaskowski, *Program prac wewnętrznych w archiwach nowożytnych*, Warszawa 1935; K. Konarski, *Podstawowe zasady archiwistyki*, Archeion, t. 19/20; Cz. Biernat, *Problemy archiwistyki współczesnej*, Warszawa 1977, s. 179-209; B. Ryszewski, *Z zagadnień zespołu archiwalnego*, Acta Universitatis Nicolai Copernici, Historia, t. 8, 1973, s. 139-150; A. Stebelski, *Porządkowanie akt*, Archeion, t. 19/20; I. Radtke, *Metody porządkowania akt popruskich*, Archeion, t. 58; S. Nawrocki, *Porządkowanie akt ze szczebla wojewódzkiego z okresu 1945-1950*, Archeion, t. 51; K. Konarski, *Wstęp do inwentarza zespołu archiwalnego*, Archeion, t. 21; B. Ryszewski, *Przegląd oraz systematyka pomocy archiwalnych polskich i obcych opublikowanych w ostatnim ćwierćwieczu*, Archeion, t. 88; P. Perzyna, *Procesy archiwotwórcze i metody opracowania akt organizacji młodzieżowych w Łodzi i województwa*, Archeion, t. 98, s. 65-85; J. Grzelak, *Opracowanie akt pruskich stan i potrzeby archiwistyki polskiej*, Archeion, t. 98, s. 25-42; Cz. Biernat, *Udostępnianie materiałów archiwalnych*, Archeion, t. 81.
	Supplementary literature	C. Biernat, *Nowe metody nadzoru i opieki nad archiwami urzędów, przedsiębiorstw i instytucji*, Archeion, t. XL, 1964, s. 81-93; R. Degen, *Garść uwag na temat selekcji w Polsce*, (w:) *Toruńskie konfrontacje archiwalne, t. I: Archiwistyka na uniwersytetach, archiwistyka w archiwach*, pod red. W. Chorążyczewskiego i A. Rosy, Toruń 2009, s. 133-143; R. Degen, *Kształtowanie państwowego zasobu archiwalnego w Polsce w latach 1945-1989*, (w:) *Archiwa - Kancelarie - Zbiory*, t. II, pod red. W. Chorążyczewskiego, R. Degena, K. Syty, Toruń, 2008, s. 13-38; D. Nałęcz, *Europejska polityka dostępu do archiwów*, Archeion, t. 99, 1998, s. 54-74; H. Robótka, *System informacji archiwalnej czy system zarządzania informacją archiwalną w epoce nowych technologii* , w: *Historyk-Archiwista-Komputer*, Toruń 2004, s. 11-26; B. Ryszewski, *Przegląd oraz tematyka pomocy archiwalnych polskich i obcych opublikowanych w ostatnim ćwierćwieczu*, Archeion, t. 88, 1990, s. 7-21; B. Ryszewski, *Problem zespołowości w archiwistyce i praktyce archiwów*, (w:) *Komputeryzacja archiwów* t. 3, Toruń 1997, s. 9-14. B. Ryszewski, *Uwagi o dawnych i nowych przewodnikach archiwalnych*, Archeion, t. 78, 1984, s. 31-44; M. Tarakanowska, *Problem brakowania akt w Polsce w świetle przepisów i literatury archiwalnej w latach 1918-1965*, Archeion, t. XLVI, 1967, s. 43-55.
	eResources addresses	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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