

Subject card

Subject name and code	Records Management and Case File Systems- lectures, PG_00205574						
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	15.0	0.0	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_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 of archival science	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion
	[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 organised knowledge of archival science and records management, including the processes of archival science.	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion
	[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 in the field of periodical filing cases, demonstrates a willingness to extend it continuously and to seek the opinion of experts in case of difficulties in solving a problem independently.	[SK1] oral statement/conversation/ discussion [SK4] test/exam - oral or written
	[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 interpret 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 the appropriate selection of information sources, critically analyse and synthesise them, solve complex and unusual problems in the field of archival science of the file period.	[SU1] oral statement/conversation/ discussion [SU4] test/exam - oral or written
	[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 different research directions in the field of archives and records management, such as the study of archival processes.	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion
Subject contents	Analysis of the external and internal elements of the case file period office forms. Development of case file period office forms. Typology of the clerical forms of the case file period.		
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
	Colloquium	50.0%	70.0%
	Frequency	70.0%	30.0%
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 the external and internal forms of chancellery case files taking into account the world-forming processes in the Prussian chancellery.	
Work placement	Not applicable	

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