

Summary of doctoral thesis

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„Office of the city of Radom in the years 1915-1939”

The main objective of this work was a detailed analysis of the development of the municipality office in Radom in the years 1915-1939, which is an important link in the rebirth of the local administration. Taking into account the special position of this kind in the administrative structure of the state, resulting from their high autonomy, both in terms of its operations and manage their own documentation, it has become extremely important to show the problem of service office these institutions. In a significant way because it affected due to work on own initiative, and realized there job.

An issue that emerged in the course of the analysis was the question of the functioning of the municipal office in Radom, its internal organization and activities. It should be emphasized that in this study should not be separated from the creator team environment in which it is located, but to see them in conjunction with it. It was important, therefore, so as to show the occurring compounds and depending offices and affiliated institutions in a mutual administrative system of the state.

In examining the most important functions, powers and organization of Radom Magistrate isolated several key periods in its activities. The years 1915-1918 were characterized by a high precariousness and instability when it comes to the shape of the office. The second phase occurred in the first years after independence, when its operation has been seriously waver again because of a significant dismantling of administrative staff. Another is the years 1924-1930, when it adjusted the internal construction of the institution to its current tasks. In 1930, measures were taken to develop the new statute organizational office which marked the next phase in the history of the structure of the Municipality of Radom. Carried out in connection with this action in 1935-1939 marked the last period on the development of the structure of the institution. Their culminating in the preparation of the 1938 Statute of organizational offices of the Municipal Board.

In the course of the research attention was also paid to clerical staff Radom Magistrate. Basic rights and obligations of the working group governed primarily *Pragmatics uniforms* of 1924 and the *Statute of business* of 1932, which governed the most accurate manner related issues.

Turning to the essential actions creator, including work organization filing, circulation magazines in the office and issues related to the formation of registratury, it should be noted that they were carried out on the basis of existing legislation in Radom Magistrate secretarial. Throughout the period under review appeared in three consecutive applicable instructions, which significantly regulate the matter filing of this institution. Initially, during the preparation of the first

one, office management office was based on the old *normatywach*, dating back to the period of the Polish Kingdom, which only have been supplemented by individual resolutions and circulars of the city authorities. Their release was to improve the current work office, which had to meet the new needs and tasks facing the Radom magistrate stood. According to the adopted assumptions at the time the office had to apply the office firm system logs, involving the registration of letters in the main daily and daily's faculty.

Adopted in Radom city office job filing regulations were of mostly makeshift arrangements that the whole time subject to certain modifications. Based on independently developed their own rules and old *normatywach* – made even by the administration of Russian - only temporarily meet the needs of more and more modern functioning office. Therefore, in the early 20's, the city authorities have taken steps to reform the office. The result of these actions was to prepare the 1923 filing instructions, which, however, still remained in Radom Magistrate office system logs. The main objective of the development of the new regulations was to reduce the official way of letters and simplified way of doing things. The intention is achieved mainly by eliminating unnecessary manipulation greatly reducing office productivity and implement procedures to facilitate matters. No, unfortunately, it was decided to remove the logs of feeding (principal and faculty), indexes and mutual receipts in the transmission of writings, which undoubtedly would improve the course of office in Magistrate.

Major changes in the functioning of the Municipal the office in Radom second statement related to registry introduced in 1931 it has established without log system chancellery, thus starting the second stage in the history of the office management office. According to it, the bulk of office activities had to rest on *referentach*, which was smuggled letters obligation to register in the lists of issues or registers, combining them with the relevant acts, conduct and storage. Thus, the total decentralization was introduced here on what influenced full load office professional staff responsibilities. The elimination of unnecessary registration logs and unnecessary registration assistance, and direct transmission of influence technical staff, was an expression for the large-scale qualitatively new office management solutions to organizations in Radom Magistrate.

However, the implementation of new regulations chancery not affected in a significant way to improve the course of the office. For this reason, in late 1936, the government of Radom developed a new manual chancellery, which came into force in the next year. In contrast to the previous rules it introduced only a partial decentralization of the filing. Reorganized departmental the office and not imposing on certain activities such as logging writings eligible to save in the lists of issues (general chancery registers) to store recorded files there current issues, linking them with the predecessors of the case and to transfer all these files to do the right employees substantive has changed the nature of the the office of the institution.

Reflections on the firm expanded to include issues relevant to the aspects archives. The same analysis was also the fate of the act, until they develop a state archive. For this reason, when discussing the the office Radom Municipal (Municipal Board), particular attention was focused on examining the genetics of both the act and the process of archiving. This made it possible to accurately trace the successive stages since the inception of the letter by forming units of chancery, the emergence of a registratory to the topography of the archive.