

## **Abstract**

This bachelor thesis, entitled Progression of essential registration needs, deals with the development of the archives law from the year 1918 until its present-day version. Based on this analysis, I have selected the postage journals of several institutions where it is possible to observe internal and external changes throughout manuals in the period between the year 1918 and the 1950s.

The first section is based on the texts of legal regulations and literature and describes the development of the archives law since the formation of the Czechoslovak state in October of 1918 and leading up to the most recent amendment to the archives law and its decrees in relation to the function of the filing service.

The second section deals with the submission diaries from the point of view of literature and legal regulations which include mentions of postal (packing slip) journals.

The final section is dedicated to the analysis of submission diaries belonging to these selected state institutions: Ministry of Interior, Ministry of Agriculture, Ministry of Education, General Commander of Troops in Prague, Post and Telegraph Directorate and the Faculty of Arts of Charles University. These manuals are examined in the given time period, taking into account both internal and external change within one single institution or across several institutions.

## **Keywords**

Submission diary, manual, archives, archives law, record service, essential registration needs