

Abstract (in English):

At the beginning of this bachelor thesis, the reader will get acquainted with the basics of distraint proceeding. I am going to be dealing primarily with the analysis of the record management in bailiff office. I am also going to focus on execution and methods of record management in bailiff office. Then I will describe record management practices carried out in a specific bailiff office. I will explore the current status of record management in the office, emphasize the positives, highlight negatives and suggest possible solutions for the future.

Klíčová slova (anglicky):

Records management, bailiff's office, analysis, records management system, performance of document service, electronic record systém, document administration