

Two the oldest Manuals of the reeve's office of the town of Nachod are in the focus of this diploma work. These municipal official books were collected between the years 1603–1632 and 1626–1636. The content of the books as well as their form represent very important source to the history of the municipal administration in the first half of the 17th century.

In regard to the juridical history they bring out an interesting testimony of application so called Koldin's municipal law in legal system of the early-modern vassalage town.

The aim of the diploma work is to do both the paleographic and the diplomatic analysis, as well as the content analysis of those archive sources. The description of the external features of the Manuals of the reeve's office, typology of the written records and identification of the municipal scribes as individuals and finding out their positions in the municipal office organization is the main target of paleographic and diplomatic analysis. The main target of the content analysis is standardization of the registered legal acts. Sense of that is to define closer the reeve's competences as a municipal authority in the first half of the 17th century.

Keywords: municipal official books, manuals of the reeve's office, municipal administration, reeves, Nachod, 17th century, paleographic analysis, diplomatic analysis, content analysis