

Abstract

The presented bachelor's thesis deals with the development of the records management performed on the territory of the Czechoslovak and later independent Czech Republic. The theoretical part is devoted to the history and development of the records management system since 1918, where it considers the subsequent domestic and geopolitical changes that had an impact on this area of expertise. The main focus of this thesis is the transformation of the records system from paper to electronic form, where the use of an Electronic Documents and Records Managing System (EDRMS) is promoted due to the inevitable modernization of office work and the growing volume of electronic documents. In this context, the thesis also presents a comprehensive overview of the relevant legislative changes. The practical part focuses on the analysis and performance of the records management system in the City of Prague Museum. At the conclusion of the thesis a proposal and arguments for the electronization of the records system are presented, resp. the implementation of EDRMS as a framework important to any organization to secure effective document management.

Key words: records management, electronization, document, eGovernment, implementation