

Abstract

The aim of the bachelor theses is to provide complete overview of contemporary legislation, directives and methodical manuals which regulate the implementation of records management. The next part is focused on regulations prescribing form of records management in an environment of municipalities with extended scope. One of the sections of the theses will also be practical part focused on analysis of established records management of the municipal office of Sušice and also making or actualization basic methodical manuals and directives according to requirements of contemporary legislation.

Key words: public administration, document, record, shredding, archival science