

Abstract

This bachelor work focuses on a role of municipalities as an originator of records management and archiving activities and their basic duties and responsibilities in this field. The main aim of this work is not only to bring a general description of duties stipulated by applicable legislation, but also document and study one specific information obligation in practice.

Introductory chapters are devoted to a role of municipalities in the system of public administration, generally characterizing their duties, responsibilities and activities regarding records management and archiving in the Czech legal system. A brief description of records management and archiving history on the territory of the Czech Republic (former Czechoslovakia) is included, as well as description of present legislation regulating these issues. Following chapters summarize responsibilities and duties of municipalities in the field of records management and archiving, as they are stipulated in Act No. 499/2004 Coll., appended by Ministerial Decree No. 259/2012 Coll. This is supplemented with a review of controlling and sanctioning competencies of municipalities. The concluding chapter describes a research, completed by the author, about how the information obligation about working hours of filing offices and conditions under which documents are accepted by offices is fulfilled in real life.