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**Summary of the doctoral thesis “Personnel Records in the Second Republic of Poland, a Case Study of the Bydgoszcz Town Hall”**

In Polish archival science, personnel records are yet to be researched from the perspective of their appraisal and potential uses for such documents. No research has been conducted on their archive creation processes or their contents. The interests of modern researchers and archive users have shifted in favour of people and their immediate surroundings. Therefore, it follows that personnel records are a valid historical source which may offer insights into people and their world. Personnel records are considered typical, mass-produced documents, which is why they are often ignored by researchers. This leads to such materials being insufficiently explored by archive users.

This dissertation constitutes an attempt at analysing the archive creation process relating to personnel records. Four research problems are analysed: the phenomenon of personnel records, their physical condition, their archive creation process and their contents. For the purpose of the analysis, the source base has been limited to a single archival fonds containing a significant amount of personnel records pertaining to a representative sample of staff members. The fonds selected as meeting the above criteria is *Akta miasta Bydgoszczy* (Bydgoszcz City Records), stored at the State Archives in Bydgoszcz.

The dissertation consists of an introduction, six chapters, a summary and appendices. Chapter one, *The Phenomenon of Personnel Records*, contains an overview of the genesis, terminology and subject matter of personnel records as presented in Polish and German literature. The chapter ends with a presentation of the physical condition of the personnel records from the Second Republic period stored at state archives subordinate to the Head Office of State Archives.

Chapter two, *Personnel Records and Polish law*, contains an analysis of the legal solutions which apply to personnel records, and presents normative acts from the interwar period concerning personnel records weeding, post-war acts on personnel records retention periods, as well as orders of the General Director of State Archives pertaining to the handling of personnel records.



Chapter three, *Bydgoszcz Town Hall and its Staff in the Second Republic Period*, focuses on the legal basis for the functioning of the Bydgoszcz Town Hall. In addition, the principles governing the hiring of new staff members are analysed. The final section of the chapter is a description of the Town Hall's departments (General Department I – Personnel Division, Department of Education and Culture – Schooling Division and the Department of Public Health – Hospitals Division) responsible for keeping personnel records.

Chapter four, *Personnel Records Keeping at the Bydgoszcz Town Hall in the Second Republic of Poland*, focuses on the process of personnel record-keeping at the Bydgoszcz Town Hall. The flow of information is studied based on documents relating to selected employment-related matters.

Chapter five, *The Archiving of the Personnel Records of the Bydgoszcz Town Hall*, presents the process of personnel records archiving from the moment of their filing in the Town Hall's filing room to their transfer to the State Archives in Bydgoszcz. Also analysed is how such documents were handled by Town Hall staff.

The final chapter, *The Features of Personnel Records Generated by the Bydgoszcz Town Hall in the Interwar Period*, is an analysis of the contents of personnel records generated by the Bydgoszcz Town Hall. The analysis is divided by type of documentation.

The summary of the dissertation contains the conclusions drawn from the analyses of interwar personnel records generated by the Bydgoszcz Town Hall, and provides an overview of the archival sources used. The conclusions section lists potential uses for personnel records in such fields as prosopography, microhistory and egodocument studies, and presents potential research topics related to personnel records, such as their archival processing and terminology, which may be tackled in future studies.

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