

## Abstract

In the dissertation *Chancery of the Province of the Franciscans - Riformati in the 19th century - an archival study*, the subject was treated in the form of a monograph based on a three-component model: File creator, File production and Chancery. A historical outline of the provinces studied, an analysis of the organisational chart, and an account of the Reformed Franciscan chancery in Poland in the period preceding the study proper, set for the years 1772-1899, serve as an introduction. The next chapter deals with issues concerning the office of the provincial secretary and the organisation of the functioning of the chanceries under study. Seats, the office aids used, and the way the collected documents were archived are presented. The central part of the work deals with a detailed analysis of the chancery production and the collected documents, taking into account external and internal characteristics, the sphragistic system used and the existing chancery forms. The final part analysed the processes of file production and information flow that made it possible to characterise the work of the chanceries of the Reformers provinces in the 19th century. The study was based on 372 sources and 323 bibliographical entries, using the historical method with elements of functional analysis. In the 19th century, the chancery of the Reformers provinces remained only partially a mobile chancery. Earlier forms of documentation continued, although the relationship within the type of documentation changed, where the reporting function began to dominate. A new form of writing was developed in correspondence with the state and church administration. New office aids were introduced, such as correspondence and activity logs. As a result of new political circumstances, the function of public notary disappeared and the smaller number of monks in the 19th century forced the office of provincial secretary to be combined with others, most often with the office of guardian, contrary to religious rules. The main features of the working methods and the types of documents produced and collected were a continuation of the office practises before 1772. The thesis also proposes an optimal research model for the problems of the chanceries of religious congregations with a centralised organisational structure.

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