

Mieczysław Różański

 <https://orcid.org/0000-0003-3345-1740>

University of Warmia and Mazury in Olsztyn

Organizational Statutes of Diocesan Archives in Przemyśl and Płock

A Comparative Analysis

After Poland regained independence in 1918, a new period in the administration of archives began. Public authorities issued a new act regulating the organization of and care for national archives,¹ which, as its title suggested, provided the basis for the operation of historical archives. At the same time, the process of organizing archives as institutions independent of ecclesiastical administrative offices and record repositories started in individual dioceses of the Catholic Church in Poland; the process still continues. In the Second Polish Republic, activists linked to diocesan curias contributed to the creation of specialized institutions entrusted with care for archive material previously kept in curial record repositories which was no longer required on a daily basis in office.² Those institutions were set up to collect, preserve, organize, and permanently store archive material and make it available.³ This establishment of ecclesiastical archives followed the pattern set by state institutions, and state archivists were also involved in the process. Kazimierz Konarski, author of the first Polish textbook on archive studies, described the task as “being of great importance to the Church, and facilitating the ordering and reliable appraisal of an enormous collection of

1. Dekret o organizacji archiwów państwowych i opiece nad archiwaljami; *Dziennik Praw*, 1919, no. 14, item 182.
2. For more details, see R. Kufel, *Powstanie archiwów kościelnych w Polsce. Zarys problematyki*, “Adhibenda” 1 (2014), pp. 71–88.
3. *Polski słownik archiwalny*, ed. W. Maciejewska, Warsaw 1974, p. 19.

its wealth, it is equally significant for secular archival practices, as long as it leads to the creation of a dense network of institutions curating archive material, which in turn must have a positive effect on the overall archival culture in Poland."⁴

The first ecclesiastical historical archive in the Second Polish Republic was erected in Poznań by the local ordinary, Primate Edmund Dalbor. The decree approving the archive's statute was dated 13 October 1925, and became effective on 1 November 1925. The archive was solemnly inaugurated on 27 May 1926. Further archives were created in Przemyśl (1927), Pelplin (1928), and Płock (1928). In later years, before the outbreak of World War II, more historical archives were established, such as the one in Łódź (1937), where it was combined with the Diocesan Museum, and another one in Kielce (1939).

The purpose of this article is to carry out a comparative analysis of two statutes of some of the oldest ecclesiastical historical archives in Poland, presenting differences in the way they functioned.

1. Creation of historical archives in Przemyśl and Płock

1.1. The Płock archive

The Diocesan Archive in Płock was established by Bishop of Płock Blessed Antoni Julian Nowowiejski on 1 February 1928. The archive was officially opened on 23 April 1928. It was housed in a newly built seminary library. Its original resources came from archives of ecclesiastical institutions which had been active in the diocese for many centuries: Płock Cathedral Chapter, Pułtusk Collegiate Chapter, Płock consistory, Pułtusk consistory, Płock Episcopal Curia, Płock seminary, and Pułtusk seminary. The new archive contained all resources kept up to that point in these institutions. The statute discussed in this article provided the legal basis for the functioning of the archive. Rev. Władysław Mąkowski was the first director of the archive.⁵

1.2. The Przemyśl archive

This historical archive was created by Rev. Dr. Jan Kwolek (nominated by Bishop Pelczar), who successfully ordered the archive's resources

4. K. Konarski, *Z archiwistyki kościelnej. Ateneum Kapłańskie*, "Archeion" 15 (1937–1939.) p. 127.
5. M. Dębowska, *Archiwa kościoła katolickiego w Polsce. Informator*, Kielce 2002, p. 73.

during a few years and made the stored documents available for research. Rev. Kwolek drew up the organizational status discussed in this article, which was approved by the bishop ordinary on 15 October 1927. In the later years of the Second Polish Republic, the director managed to procure documents and records from the Old Polish period which until then had been kept in parish archives or were in private hands.⁶

2. Statutes

The Diocesan Archive in Przemyśl received its statute on 15 October 1927 from Anatol Nowak, the then Bishop of Przemyśl. Its title reads *Statut organizacyjny archiwum diecezjalnego przy Kurii Biskupiej w Przemyślu* (Organizational statute of the diocesan archive at the Episcopal Curia in Przemyśl). The statute is a concise document containing twenty articles numbered with Roman numerals. The other archive, i.e. the Diocesan Archive in Płock, obtained its statute on 1 February 1928; it was signed by Bishop of Płock Antoni Julian Nowowiejski. Its title reads *Archiwum Diecezjalne w Płocku* (Diocesan Archive in Płock). This is also a concise text, containing a total of fourteen paragraphs marked with Arabic numerals. Both statutes were issued in print in the form of separate brochures.

Rev. Jan Kwolek wrote and published the work *Archiwa diecezji Przemyskiej Ob. Łac* (Archives of the Przemyśl Diocese of the Latin Rite), where he included both the statute and internal rules of the Diocesan Archive.⁷ As for the Płock archive, the statute was issued as *Statut Biblioteki Seminarjum Diecezjalnego i Archiwum Diecezjalnego w Płocku* (Statute of the Library of the Diocesan Seminary in Płock).⁸

2.1. Institutional separateness

The first article/paragraph in both statutes indicates that the newly established diocesan archives exist as independent and separate ecclesiastical institutions provided with a statute. The institutions do not have legal personality as defined in the Code of Canon Law, because the bishops who established them would have to refer directly to relevant provisions

6. Ibid., pp. 83–85; for a detailed description of the material collected in the archive, see J. Kwolek, *Archiwa diecezji przemyskiej o. łac.*, Przemyśl 1927, pp. 5–58.

7. J. Kwolek, *Archiwa diecezji Przemyskiej Ob. Łac.*, Przemyśl 1927.

8. *Statut Biblioteki Seminarjum Diecezjalnego i Archiwum Diecezjalnego w Płocku*, Płock 1928.

of the Code. The Archive in Płock is treated as a historical archive, even though the term does not appear in its name. However, other paragraphs of the statute reveal that the archive will store older material which is no longer necessary in day-to-day operations of ecclesiastical institutions, especially the Episcopal Curia. The Diocesan Archive in Przemyśl is treated as a historical archive combined with the Curia's current archive, which arises directly from art. IIIa of the statute.

The archive in Przemyśl was created at the Episcopal Curia, whereas the archive in Płock at the Seminary Library. Note that the bishop emphasized that it was established independently of the library, with its own budget and accounting, and so it is a separate entity erected by the bishop.

2.2. Purpose

The second article in each statute defines the aims for which the archive was established. They indicate three reasons for which the archives were created as scholarly institutions. The first one is to gather, the second one to store, and the third one to make archive material available. Both documents use the same words to define that the purpose of the archive is to store manuscripts, records, and registers containing historical information. The statute of the Przemyśl archive explicitly states that its resources must refer to the history and authority of Przemyśl diocese of the Latin rite. The statute of Płock diocese specifies that its resources refer to the past, namely the period until 1820. This defines the scope of the archive material to be transferred from the curial office.

As for the last task, i.e. making resources available, the Płock statute sets forth that the resources are made available to academic researchers, whereas the Przemyśl statute expresses more specifically that the resources may be made available to spiritual authorities (which is understandable in terms of the functioning of the Episcopal Curia) and academic researchers on conditions modelled after restrictions placed in comparable public institutions. These availability limitations are stipulated in the guidelines contained in internal rules of the research room. Similar restrictions, albeit not specifically mentioned in the statute, are also contained in the rules of the research room of the Płock archive.

2.3. Resources

Due to the specific nature of the institutions, the resources of the diocesan archive in Płock will be discussed first. As previously mentioned, the archive is typically historical. Its resources were broadly defined, the types

of documents and records to be kept in the archive being also enumerated. It is by no means a closed catalogue: the third article of the statutes uses the phrase *including but not limited to*. The phrase indicates that the catalogue of resources is an open one. It includes the following types of records and documents:

- a) diplomas, parchment and paper manuscripts (loose or in codices);
- b) baptismal records of the Płock diocese up to the year 1808 inclusive;
- c) previous consistorial archive, both in Płock and Pułtusk since 1448, containing *acta actorum* and minutes/reports, privileges, canonical visitations and records of ecclesiastical benefices, various bills, correspondence with the government and institutions;
- d) capitular records from Płock and Pułtusk since 1437, containing minutes of chapter meetings, benefice registers and ledgers, etc.
- e) local chronicles.

Overall, the above list contains all types of records and documents generated by ecclesiastical institutions at various points in time.

Because the Diocesan Archive in Przemyśl came into being as a combined archive (both current and historical), it was intended to keep all records of the Episcopal Curia, including all branches and departments, and in this capacity it should perform tasks related to the operations of the curia's current archive. Material specified as historical is further referred to in art. III. This part of the resources was to include archives of deaneries, parishes, and other legal or physical ecclesiastical persons that existed or continue to exist in the diocese, except for new records; in particular, it was required that material older than a hundred years should be moved to this archive, and more recent material should be transferred there if no longer needed for current operation.

Considering its resources, the archive in Płock is a typical historical archive which does not contain any records useful in the running of ecclesiastical institutions and are exclusively of historical value in terms of recorded facts or legal events. In contrast, the archive in Przemyśl, by keeping "recent" documents, also fulfils tasks specified in the Code of Canon Law which applies to the curial archive. As a result, the structural organization of this archive should be partly subordinated to the curia's chancellor.

2.4. Reception of records

The reception of records in the archive is always acknowledged. The statute of the Płock archive indicates that such an acknowledgement is given in

writing by the director of the archive (para. 4), whereas in Przemyśl the acknowledgement is issued by an archivist (art. V). The acknowledgement is given to the person handing over the archive material.

In the Płock archive, records of the Diocesan Curia are transferred every ten years from among archive material generated a hundred years ago. The remaining material is kept in the curia's current archive. In the Przemyśl archive, material from the Episcopal Curia is generally transferred after ten years after the closure of a case, which means that the material is transferred to the current archive. The statute does not specify the time period after which the material is transferred to the historical archive of the diocese and there is no mention of any procedure in this respect.

2.5. Director

The archive is managed by the director; in Płock this function is performed by the librarian of the Diocesan Seminary. According to its statute, when the diocesan ordinary appoints the librarian, he nominates him to the position of the archive director at the same time (para. 6). In comparison, in Przemyśl the ordinary appoints a curial official as the manager of the institution, conferring on him the title of diocesan archive director or archivist (art. VI). Upon his nomination, the director of the archive takes an oath before the ordinary in which he undertakes to conscientiously perform his duties and make every reasonable effort to protect the entrusted archive material (which in Płock also includes library resources) from any damage. This also involves compliance with the regulations on the functioning of the institution (para. 6, art. IX).

The statute of the Przemyśl archive defines the director's duties in general terms. According to the statute, the director manages the internal operation of the institution, also as regards research, technical and administrative matters, as well as representing the archive (art. VII).

Each statute specifies basic tasks of archive director.

Table 1: Archive director's responsibilities

Przemyśl Archive	Płock Archive
a. responsible for the entire archive and its order	a. responsible for the entire archive and its order
b. manages the funds allocated to the archive	b. manages the funds allocated to the diocesan archive
c. facilitates, whenever possible and according to internal rules, the use of the archive by individuals and institutions	c. facilitates, according to internal rules of the research room, the use of the archive by researchers
d. secures the keys to the archive and the official seal as well as the archive's office records	d. secures the keys to the archive and the official seal, and keeps the archive's office registers
e. signs letters sent from the archive	e. signs correspondence sent from the archive
f. at the beginning of each calendar year (and more often if necessary), submits a report to the ordinary on the condition of the archive, any changes made and work in progress, income and expenditure, needs and risks.	f. prepares lists of archive material and keeps archive inventories and catalogues in order
	g. in communication with the Seminary's history professor, presents basic concepts of archival studies, catalogue keeping and preparation of archive material to the alumni of the seminary

Some of the activities listed above are also referred to in the archives' statutes.

Article XI of the statute of the Przemyśl archive mentions the duty to deliver instruction to the alumni of the Theological Seminary in terms of the fundamental concepts of archival studies and practical training in ordering resources; see para. 7g concerning the duties of the Płock archive director.

Upon the nomination of a new director, a report with the inventory of the archive's resources is drawn up; the same may be performed in the course of the archive's annual inspection. The report is signed by the ordinary or its delegate and the archive director (art. XII). In the Przemyśl statute, taking inventory is mentioned in the duties of the archive director. The Płock statute requires that on 20 January each year the archive director presents to the ordinary a written report on the condition of the archive and

all works in progress. Next, a representative of the Płock Cathedral Chapter and the rector of the seminary inspect the information contained in the report and their acknowledgement is officially recorded (para. 12).

The statutes also include a provision on record preservation. The Przemysł statute clearly sets forth that the director of the archive, his subordinate officials and other employees must not sell manuscripts or any other archival records or keep them in private collections, while the Płock statute emphasizes that they cannot collect archival records during their terms of office. Both statutes require that if such employees possess any private archival resources, they should submit their lists to the diocesan ordinary (art. XIII, para. 9).

In the Przemysł statute, the director also acts as a heritage conservation officer for the diocese, and by this authority he is a member of the diocesan commission for the protection of movable heritage (art. VII).

Moreover, the statutes specify registers to be kept by the archival office. They are listed in the table below.

Table 2: Registers kept by the office of the archive

The Przemysł Archive (art. XV)	The Płock Archive (para. 8)
1. correspondence register	1. archive inventory register
2. register of archive users	2. register of archive users and archive material used
3. accession register	3. ledger
4. ledger	4. archival chronicle
5. chronicle of the archive	
6. archival and library inventory register	

The Płock statute also outlines the procedure to be followed in the event of the death of the archive director. In the presence of deputy librarian, the Rector of the Theological Seminary in Płock seals the door to the archive. It remains locked and sealed until the ordinary appoints a new archive director. The director's book collection in the library room is also sealed. This is done in the presence of the rector of the seminary and the librarian; the rationale behind this is to check whether the deceased director's books do not contain archive material. After his appointment and

taking his oath, the new archive director officially accepts the administration of the archive material kept in the archive. The acceptance is officially recorded and takes place in the presence of a representative of the Płock Cathedral Chapter, rector of the Diocesan Seminary and the current deputy librarian (para. 13).

The content of the above paragraph in the Płock statute is partly ambiguous. First, we learn that it is necessary to seal the archive rooms in the presence of the deputy librarian, but subsequent acts are performed in the presence of the librarian. Note that it is the librarian from the Diocesan Seminary in Płock who is appointed the archive director, and the acts referred to in the said paragraph are performed when the director has already died. Therefore, the term should be consistently replaced with "deputy librarian" as the person who performs these duties.

2.6. Archive employees

As such, the Płock statute does not name the employees in the archive. The only reference to persons other than the archive director is found in para. 9, which prohibits the possession of archival records by employees. Another person called explicitly is the deputy librarian, who did not necessarily perform any activities related to the functioning of the archive.

The Przemyśl statute indicates that the archive falls within power of an official of the curia who acts as director or archivist. Further sections of the statute set the responsibilities of the archivists, such as consulting the history professor (art. XI), keeping registers (art. XV), preparing inventories of archive index catalogues and maintaining them in order (art. XV), and – like in the Płock statute – the ban on keeping archive material in private collections (art. XIII). Due to the absence of precisely defined roles, all of the above-mentioned activities can be performed by the archive director as well as by another employee.

2.7. Archive material

Statutes make few references to archive material itself; in addition to some activities discussed above, it is required that the material should be kept and preserved in a suitable manner. The material should also be stamped and marked with reference numbers, which according to the Przemyśl statute should be placed in a way that does not damage the material. More detailed solutions are presented in the Płock statute, which specifies in para. 10 that archive records should be stamped, referenced, and bear a bookplate of the Diocesan Seminary. Detailed instructions are provided in reference

to the stamp, which should be small. The stamp is affixed on the lower margin of a diploma or a loose manuscript, and on the first and the last sheet in codices; larger codices were also stamped on sheet 50 and smaller ones on sheet 5. The statute also contains requirements as to the way archival records are to be inventoried and catalogued. They must be curated methodically according to the provisions prepared by the historical commission of the Polish Academy of Learning (para. 11).

In the Przemyśl archive statute, archive material is divided into divisions, sections, and groups depending on the subject and form of record-keeping. It appears that archives made up of individual institutions form separate groups (art. XVIII), although the phrase "the diocesan archive comprises" is more likely to refer to the organizational structure of the archive itself rather than the division used in reference to archive material.

The statute also contains rules of access to archive material. Article XVI indicates that archive material is made available free of charge unless the time of perusal exceeds one hour. For activities requiring a greater amount of time, the director collects a fee for the benefit of the archive whose amount is approved by the ordinary (art. XVII). The director also attests conformity, i.e. certifies the authenticity of material made available by the archive. For this purpose, he uses the archive's official stamp. Moreover, Article XX specifies other areas of the archive's activity. Its purpose is also to collect official prints: schematisms, circulars, chronicles, regulations, acts of laws, etc. and other publications on the history of the diocese as well as related to archival research.

3. Conclusions

The two statutes of historical diocesan archives discussed above belong to some of the oldest ecclesiastical research institutions in Poland. They represent two concepts of a diocesan historical archive. In Przemyśl, the archive was combined with the current archive, and in Płock it exists as a stand-alone institution, which functions within the library of the Diocesan Seminary.

An analysis of the two statutes allows us to notice that they have a similar structure. They were erected by the diocesan bishop and indicate institutional subordination of the archive. They define the purpose, resources, archive material, tasks and responsibilities of the director and his employees. Both texts cover a similar scope, but the Płock statute is more detailed in procedural terms, whereas the Przemyśl statute is more precise in terms of tasks and responsibilities.

Appendix

ORGANISATIONAL STATUTE OF THE DIOCESAN ARCHIVE AT THE EPISCOPAL CURIA OF THE LATIN RITE IN PRZEMYŚL

I.

The "Diocesan Archive" operates at the Episcopal Curia of the Latin Rite in Przemyśl as a separate ecclesiastical institution governed by its own internal regulations.

II.

The purpose of the Diocesan Archive is to:

- a) gather and store in proper order all kinds of records and official registers or manuscripts which refer to the history and authority of Przemyśl diocese of the Latin rite,
- b) make such records available to spiritual authorities as well as academic researchers within limits adhered to by similar public institutions.

III.

The diocesan archive comprises:

- a) the archive of the Episcopal Curia with all its branches,
- b) the archives of deaneries, parishes and other ecclesiastical individuals or legal persons that existed or continue to exist in the area of the diocese, except for newer parts of the archives which are required on-site to run the office. These include all archive material more than a hundred years old, but also newer material if a given case has been fully processed.

IV.

In principle, the Diocesan Archive accepts registers and records from the Episcopal Curia 10 years after a given case has been closed.

V.

The archivist issues an acknowledgement of receipt for all manuscripts and heritage items to the person handing in such material.

VI.

The Diocesan Archive is subordinate to Przemyśl Ordinary, who in his own discretion appoints a curial official the manager of the institution, conferring on him the title of Director of the Diocesan Archive or Archivist.

VII.

The Director of the Archive manages internal operation of the institution, also as regards research, technical and administrative matters, as well as representing the Archive.

VIII.

The director also acts as a heritage conservation officer for the diocese, and by this authority he is a member of the diocesan commission for the protection of movable heritage.

IX.

Upon his nomination, the Director of the Archive takes an oath before the Ordinary in which he undertakes to conscientiously perform his duties and make every reasonable effort in his capacity to protect the interests of the Archive as well as ecclesiastical persons and institutions from any harm.

X.

The Director of the Archive

- a) is responsible for the entire Archive and its order,
- b) manages the funds allocated to the archive,
- c) facilitates, whenever possible and according to internal rules, the use of the archive by individuals and institutions,
- d) secures the keys to the archive and the official seal as well as the archive's office records,
- e) signs letters sent from the archive,
- f) at the beginning of each calendar year (and more often if necessary), submits a report to the Ordinary on the condition of the Archive, any changes made and work in progress, income and expenditure, needs and risks.

XI.

The Archivist, in communication with an ecclesiastical history professor, presents basic concepts of archival studies, and may deliver practical training for the alumni of the seminary in ordering, catalogue keeping, and preparation of archive material for research.

XII.

At the appointment of a new Director of the Archive, and optionally during the annual inspection of the archive by the Ordinary or his delegate, a report is drawn up, and signed by the Ordinary or his delegate and the Director of the Archive to acknowledge the condition and status of the entire Archive.

XIII.

The Director of the Archive and his subordinate officials and other employees must not sell manuscripts and other archive material or include such resources in their private collections. If upon the start of their service they possess archival records, they should submit the list of such records to the Ordinary.

XIV.

The most important duty of the archivist is to prepare general and detailed archive inventories, catalogues, and indexes and keep them in adequate order.

XV.

The archivist keeps the required registers of the Archive's office, namely:

- 1) correspondence register,
- 2) register of archive users,
- 3) accession register,
- 4) ledger,
- 5) chronicles of the archive,
- 6) archive and library inventory register.

XVI.

Documents, attestations of conformity, and certified extracts released by the archive are signed by its Director, affixed with the original stamp of the archive. The act is performed free of charge unless it takes more than an hour.

XVII.

For queries and activities requiring more effort, lasting longer than an hour and performed in the interest of private individuals, the director collects a fee for the benefit of the archive in the amount approved by the Ordinary.

XVIII.

The Diocesan Archive is divided into divisions, sections and groups depending on the subject and form of record-keeping. Archive material from various institutions transferred to the Diocesan Archive form separate groups.

XIX.

All archive items (parchments, volumes, files) should be affixed with the archive's stamp and a reference number, which should be placed so as not to damage the archive material.

XX.

The archive collects and constantly supplements all official prints such as schematisms, circulars, chronicles, regulations, acts of laws, etc. and also any other publications on the history of the diocese, as well as auxiliary books related to archival research.

Catholic Bishop of Przemyśl

L. 5489/1.

We approve the above statute in its entirety.

Przemyśl, 15 October 1927.

Rev. Dr. Teofil Chciuk Chancellor † Anatol Nowak Bishop of Przemyśl

THE DIOCESAN ARCHIVE IN PŁOCK

1. The Diocesan Archive in Płock operates at the Library of the Diocesan Seminary in Płock as its separate part; it has its own budget and separate accounting.
2. The purpose of the Diocesan Archive is to collect and store, in proper condition and order all kinds of handwritten records and registers referring to the past, from the most distant times until 1820 (see also § 4), as well as making them available to academic research employees.
3. The Diocesan Archive includes in particular:
 - a) diplomas, parchment, and paper manuscripts, both loose and in codices;
 - b) baptismal records of the parishes of the Płock diocese up to the year 1808 inclusive;
 - c) previous consistorial archive, both in Płock and Pułtusk since 1448, containing *acta actorum* and minutes/reports, privileges, canonical visitations and records of ecclesiastical benefices, various bills, correspondence with governments and institutions;
 - d) capitular records from Płock and Pułtusk since 1437, containing minutes of chapter meetings, benefice registers and ledgers, etc.;
 - e) local chronicles.
4. Every ten years, a certain portion of the records of the Diocesan Curia from over a hundred years ago is transferred to the Diocesan Archive after the director of the archive issues a written acknowledgement of its receipt.
5. The library room where the archive material is kept is always locked (para. 7. d.).
6. The Director of the Archive is the current Librarian of the Diocesan Seminary in Płock appointed by the diocesan Ordinary (I.§4.b.).

Upon his nomination, the Director makes an oath in which he undertakes to adhere to the present rules concerning the Library and the Archive, and to keep all manuscript heritage entrusted to him intact and in order.
7. Director of the Archive:
 - a) is responsible for the entire Archive and its order;
 - b) manages the funds allocated to the Diocesan Archive (para. 1);
 - c) facilitates, according to internal rules of the research room, the use of the Archive by researchers;

- d) secures the key to the Archive (para. 5) and the official seal, and keeps the Archive's office registers (para. 8);
 - e) signs correspondence sent from the Archive;
 - f) prepares lists of archive material and keeps archive inventories and catalogues in order;
 - g) in communication with the Seminary's history professor, presents basic concepts of archival science, catalogue keeping and preparation of archive material to the alumni of the Seminary.
8. The Archive's office registers (para. 7. d) include:
- a) the Archive's inventory register (para. 11), which is updated on a continuous basis (para. 4.);
 - b) register of archive users, and archive material used by them (para. 2 and 7c.);
 - c) ledger,
 - d) chronicle of the Archive,
9. The Director of the Archive and his assistants must not collect archival resources during their service; if at the start of their service they possess archival resources, they should submit a list of such records to the Ordinary.
10. All archive items should be affixed with the Archive's stamp, an archival reference number, and the bookplate of the Library of the Diocesan Seminary.
- The stamp must be small; it is affixed on the lower margin of a diploma or a loose manuscript, and on the first and last sheet in codices, for larger codices also on sheet 50 (fifty), and for smaller ones on sheet 5 (five).
11. When taking inventory and preparing a catalogue of the archive material, the Director will comply with regulations prepared by the historical commission of the Polish Academy of Learning.
12. Every year, on 20 January at the latest, the Director of the Archive submits to the Ordinary a written report on the condition of the Archive and all works in progress.
- The report is officially acknowledged, after visual inspection, by representatives of the Płock Cathedral Chapter and the Rector of the Diocesan Seminary in Płock.
13. In the event of death of the Director of the Archive, the Rector of the Diocesan Seminary in Płock seals the door to the Archive in the presence of Deputy Librarian.

The Archive remains sealed until a new director is appointed by the Ordinary; the book collection of the Director of the Archive is also sealed in a single room at the library, in the presence of the Rector of the Seminary and the Librarian, in order to check if there are no archive records among the books of the deceased.

The new Director of the Archive, upon making an oath before the Ordinary (para. 6), officially takes over the administration of the archive material store in the Archive in the presence of a representative of the Płock Cathedral Chapter and the Deputy Librarian.

14. The above statute is effective from 15 February 1928.

Płock, 1 February 1928.

† Antoni Julian Bishop of Płock

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Abstract

Mieczysław Różański

Organizational Statutes of Diocesan Archives in Przemyśl and Płock.

A Comparative Analysis

Diocesan archives in Przemyśl and Płock are one of the oldest institutional diocesan archives in Poland. The archives were established in 1927 and 1928, respectively. This article is intended to make a comparative analysis of the archives' statutes. The archive in Przemyśl came into being as a current archive of the episcopal curia and a historical archive, whereas the archive in Płock only as a historical one. The statutes regulate the basis of the archives' operations. They define their institutional separateness, identify their objectives and resources. The statutes also formulate basic principles whereby records are received. They also establish tasks and responsibilities of the director and other employees and provide general rules of making archive material available. In terms of content, the statutes cover the same topics, but they differ in detailed solutions. The differences arise from the specific functions of the respective archives in the dioceses.

Keywords:

archival law, church archives, historical diocesan archive, archive in Płock, archive in Przemyśl, statute

Abstrakt

Mieczysław Różański

Statuty organizacyjne archiwów diecezjalnych w Przemyślu i Płocku.

Analiza porównawcza

Słowa kluczowe:

prawo archiwalne,
archiwa kościelne,
historyczne
archiwum
diecezjalne,
archiwum
w Płocku,
archiwum
w Przemyślu,
statut

Archiwa diecezjalne w Przemyślu i Płocku należą do jednych z najstarszych instytucjonalnych archiwów diecezjalnych w Polsce. Zostały erygowane odpowiednio w 1927 i 1928 r. Celem artykułu jest analiza porównawcza statutów tych archiwów. Archiwum w Przemyślu powstało jako archiwum bieżące kurii biskupiej i archiwum historyczne, a archiwum w Płocku jako archiwum historyczne. Statuty normują podstawy działalności archiwów. Określają ich odrębność instytucjonalną. Wskazują, jaki jest cel ich działania i zasób. Normują także podstawowe zasady przyjmowania akt do archiwum. Określają, jakie są zadania i obowiązki dyrektora oraz innych pracowników, a także podają w sposób ogólny, na jakich zasadach udostępnia się materiały archiwalne. Statuty treściowo zawierają te same zagadnienia, ale różnią w rozwiązaniach szczegółowych. Różnice te wynikają ze specyfiki funkcjonowania archiwum w diecezji.