
Main Filing Room

Contacts

Main Filing Room

Faculty of Humanities, Charles University

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Office Hours

- Monday: 11:00 am - 02:00 pm
- Tuesday: 11:00 am - 02:00 pm
- Wednesday: 11:00 am - 02:00 pm
- Thursday: 11:00 am - 02:00 pm

Staff

Soňa Pokorná, B.A.

Administrator of the Main Filing Room

Coordinator of Records Management Department

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Agendas:

- Administration of the Main Filing Room
- Application of the archival and records management legislation and regulations
- Preparation and coordination of the periodic takeover of documents from local filing rooms
- Comprehensive pre-archival care of documents
- Preparation of periodic shredding procedures in cooperation with the Archives of Charles University
- Coordination of records management department

Documents

Spisový řád Univerzity Karlovy

Výkon spisové služby na Fakultě humanitních studií Univerzity Karlovy