

Abstract

This thesis deals with the electronization in a specific private entity, namely in the Prague office of an international law firm. Electronic administration is a concept that resonates in society and concerns mainly public administration bodies, but nowadays it does not avoid private entities either. Most private companies today probably already work with electronic systems that help them in their daily activities. The theoretical part of the thesis will map the concepts of e-government within the European Union and the development in the Czech Republic since 1989, ending with the current situation. It will not fail to mention all the important legal norms that were gradually adopted and on the basis of which an electronically friendly public administration started to emerge for citizens. However, electronisation is also taking place within organisations, and the most significant shift is the performance of the records management in electronic systems designed for this purpose. The practical part of the thesis will introduce the electronic system for managing client documents and the procedures that the law firm has established for working with paper documents. It will also discuss the experience of administrative staff in working with the data boxes and the experience of attorneys in using electronic signatures and performing authorized document conversion.