

Public Records Management System in Korea

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Professor/Lecturers



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<Education Background>

- Ph.D RENMIN UNIVERSITY of CHINA

<Research>

- Record disclosure and service status in China
- IBS's establish mid-to-long-term planning of records management and establish record classification system



- 1. Public Records Management System in Korea**
- 2. Public Electronic Records Management System in Korea**
- 3. Public Record digitation in Korea**



1. Public Records Management System in Korea

2. Public Electronic Records Management System in Korea

3. Public Record digitation in Korea

History of public records management



Public Records Management System in Korea

History of Public records management Act

'1999

Act On the management of archives by public agencies enacted

'2006

Public records management act enacted

'2007

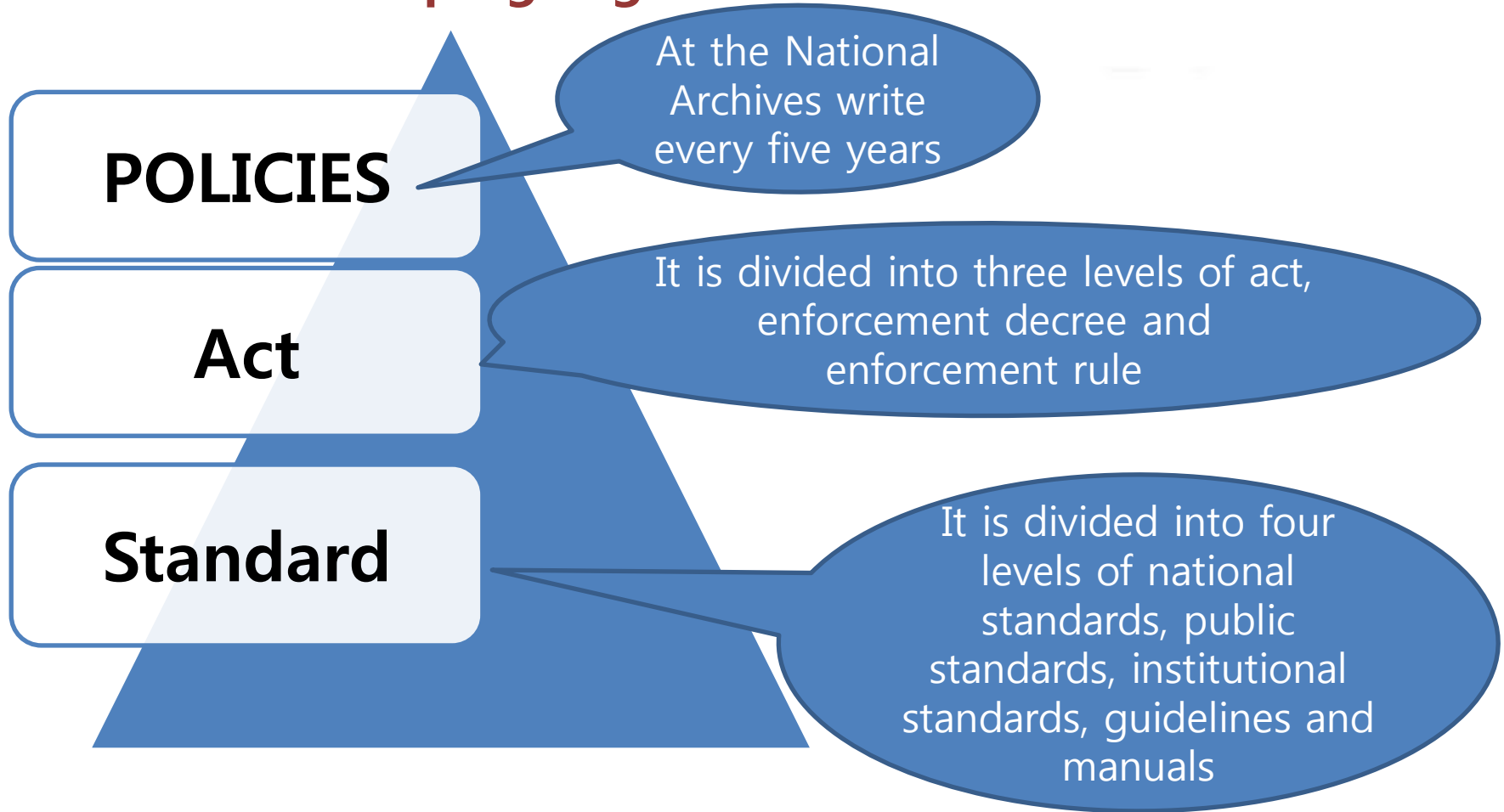
Act On the management of Presidential archives enacted

'2018

In the process of revision Public records management act

Public Records Management System in Korea

Public recordkeeping regime



Public Records Management System in Korea

Recordkeeping regime

POLICIES

Act

Standard

- Public records management act
- Enforcement decree of Public records management act
- Act on the management of Presidential archives
- Enforcement decree of the act on the management of Presidential archives

- Enforcement rule of Public records management act
- Enforcement rule of the National Assembly records management
- Enforcement rule of the Supreme Court records management
- Enforcement rule of the Constitutional Court records management
- Enforcement rule of the National Election Commission records management

Public Records Management System in Korea

Recordkeeping regime

POLICIES

Act

Standard

◆ Guide and Manual 21

◆ National standards 12

- KS X ISO 15489-1. Information and documentation: Records management
 - KS X ISO 23081-1. Information and documentation - Records management processes - Metadata for records
-

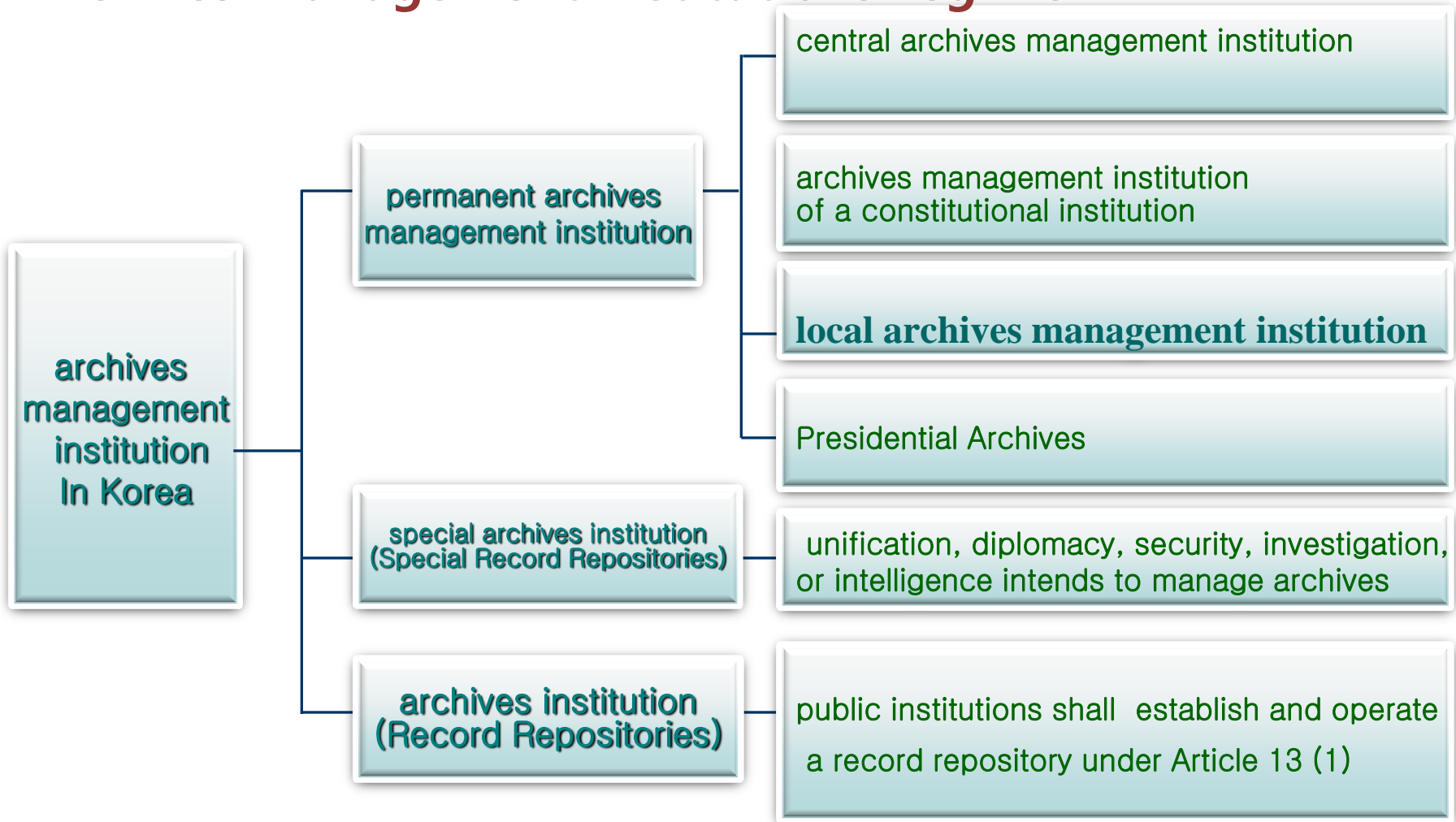
◆ Public standards 44

- NAK 1. Rules for the Drafting and Presentation of Records and Archives Management Standard
 - NAK 2. Required Records Selection and Protection Procedures
-

◆ National Archives Standard 1

- NAK/A 2 Guideline for Examination of Conditions of Records Preserved
 - NAK/A 8 Guide for Thesauri of National Archives of Korea
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Archives management institutions regime



Public Records Management System in Korea

Archives management institution In Korea

Central archives management institution

The Minister of the Interior shall establish and operate a permanent archives management institution under his/her jurisdiction in order to exercise overall control of and coordinate archives management, and preserve and manage archives permanently

1. Formulating the basic policy on archives management and the improvement of the systems related thereto;
2. Formulating a policy for standardizing archives management, and developing and operating standards for archives management;
3. Managing archives and compiling and managing statistics related to archives management;
4. Establishing and standardizing an electronic management system of archives;
5. Research on methods of archives management and preservation techniques of archives and the dissemination thereof;
6. Education and training of persons engaged in archives management;
7. Guidance, supervision, and evaluation on archives management;
8. Connection and cooperation with other archives management institutions;
9. Exchange and cooperation concerning archives management;

Public Records Management System in Korea

Archives management institution In Korea

Central archives management institution



Archives management institution In Korea



National Archives Retention quantity

type	Quantity	Unit(volume)
document 3,657,279	Joseon Dynasty	1,193
	Chosun Government-General	40,500
	After government establishment	3,615,577
Drawing 226,613	Joseon Dynasty	288
	Chosun Government-General	34,718
	After government establishment	191,607
Card 422,725	After government establishment	422,715

Public Records Management System in Korea

Archives management institution In Korea

Archives management institution of a constitutional institution

- The National Assembly
- The Supreme Court
- The Constitutional Court
- The National Election Commission

1. Formulating and implementing a master plan for archives management of public institutions under its jurisdiction;
2. Managing archives of public institutions under its jurisdiction and compiling and managing statistics related to archives management;
3. Guidance and supervision of and support for archives management of public institutions under its jurisdiction;
4. Mutual utilization and sharing the preservation of archives in cooperation with the Central Archives Management Agency;
5. Education and training of persons engaged in archives management of public institutions under its jurisdiction;

Public Records Management System in Korea

Archives management institution In Korea local archives management institution

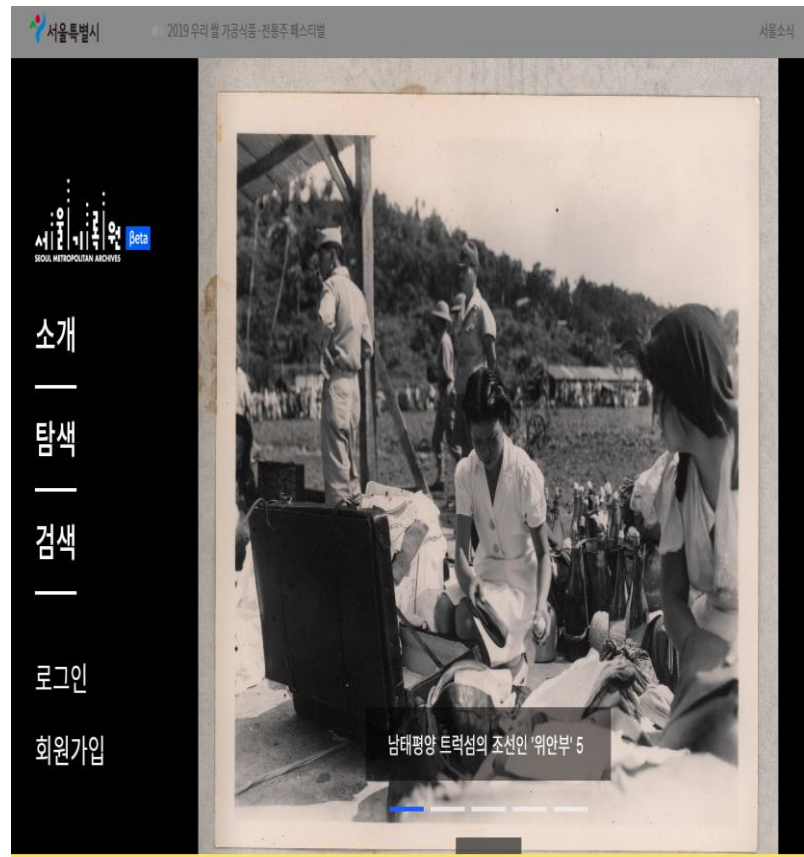
- City/Do archives management institution”
 - The Special Metropolitan City Mayor, a Metropolitan City Mayor, a Special Self-Governing City Mayor, a Do Governor, or a Special Self-Governing Province Governor
- Archives management institution of a Si/Gun/Gu
- Archives management institution of the office of education of a City/Do

1. Formulating and implementing a master plan for archives management of public institutions under its jurisdiction;
2. Managing archives of public institutions under its jurisdiction and compiling and managing statistics related to archives management;
3. Guidance and supervision of and support for archives management of public institutions under its jurisdiction;
4. Guidance on archives management of a local government under its jurisdiction (limited to an archives management institution of a City/Do);
5. Mutual utilization and sharing the preservation of archives in cooperation with the Central Archives Management Institution;
6. Education and training of persons engaged in archives management of public institutions under its jurisdiction;
7. Collecting folk materials, etc. related to public institutions under its jurisdiction;

Public Records Management System in Korea

Archives management institution In Korea
- local archives management institution

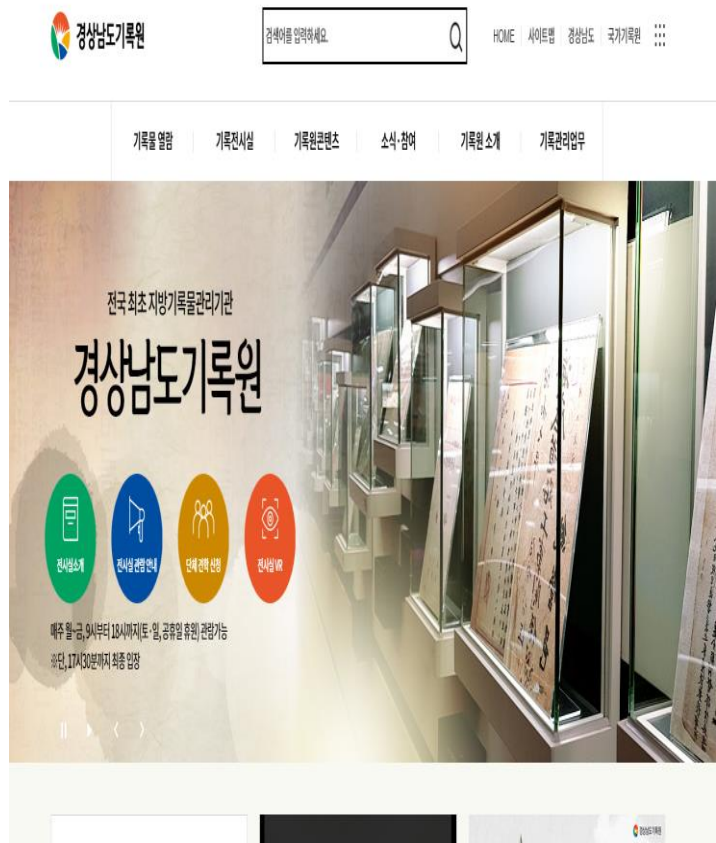
SEOUL METROPOLITAN ARCHIVES



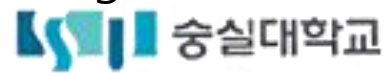
<https://archives.seoul.go.kr/>



Gyeongsangnamdo ARCHIVES



<https://archives.gyeongnam.go.kr/>



Archives management institution In Korea

Presidential Archiv

1. Establishment and implementation of a basic plan on the management of Presidential records;
2. Collection, classification, appraisal, recording, preservation and destruction of Presidential records, and preparation and management of statistics thereon;
3. Reclassification of confidential records and classified Presidential records;
4. Rescission of protective measures for Presidentially designated records;
5. Open perusal, exhibition, education and publicity of Presidential records;
6. Support to research activities on Presidential records;
7. Collection and management of private records under

<http://www.pa.go.kr/portal/contents/stroll/giftgallery/giftgalleryDetail.do>



Public Records Management System in Korea

Archives management institution In Korea Presidential Archives



<http://www.pa.go.kr/portal/contents/stroll/giftgallery/giftgalleryDetail.do>

Public Records Management System in Korea

Archives management institution In Korea

Record Repositories (Special Record Repositories)

- **Record Repositories**

A public institution prescribed by Presidential Decree shall establish and operate a record repository to efficiently manage its archives

- **Special Record Repositories**

The creates archives in the fields of unification, diplomacy, security, investigation, or intelligence intends to manage archives under his/her jurisdiction for a long period, he/she may establish and operate a special record repository in consultation with the head of the Central Archives Management Institution.

1. Establishing and implementing a master plan for archives management of public institutions under their jurisdiction;
2. Collecting, managing and utilizing archives of the relevant public institution;
3. Managing archives of public institutions under their jurisdiction, in which no special record repository is established;
4. Transferring archives to the Central Archives Management Institution;
5. Receiving requests for disclosure of information on archives of the relevant public institution;
6. Guidance and supervision of and support for archives management of public institutions under their jurisdiction;



1. Public Records Management System in Korea
2. **Public Electronic Records Management System in Korea**
3. Public Record Preservation in Korea

History of Public Electronic Records Management System

'99	First introduction of electronic document management system to public institutions
'04	First introduction of standardized electronic document management system
'04	Introduction of “jaluguan” records management system
04	Introduction of standardized records management system
'08	Introduction of business management system
'06~'09	Introduction of central archive management system

Definitions

ENFORCEMENT DECREE OF THE PUBLIC RECORDS MANAGEMENT ACT Article 2 (Definitions)

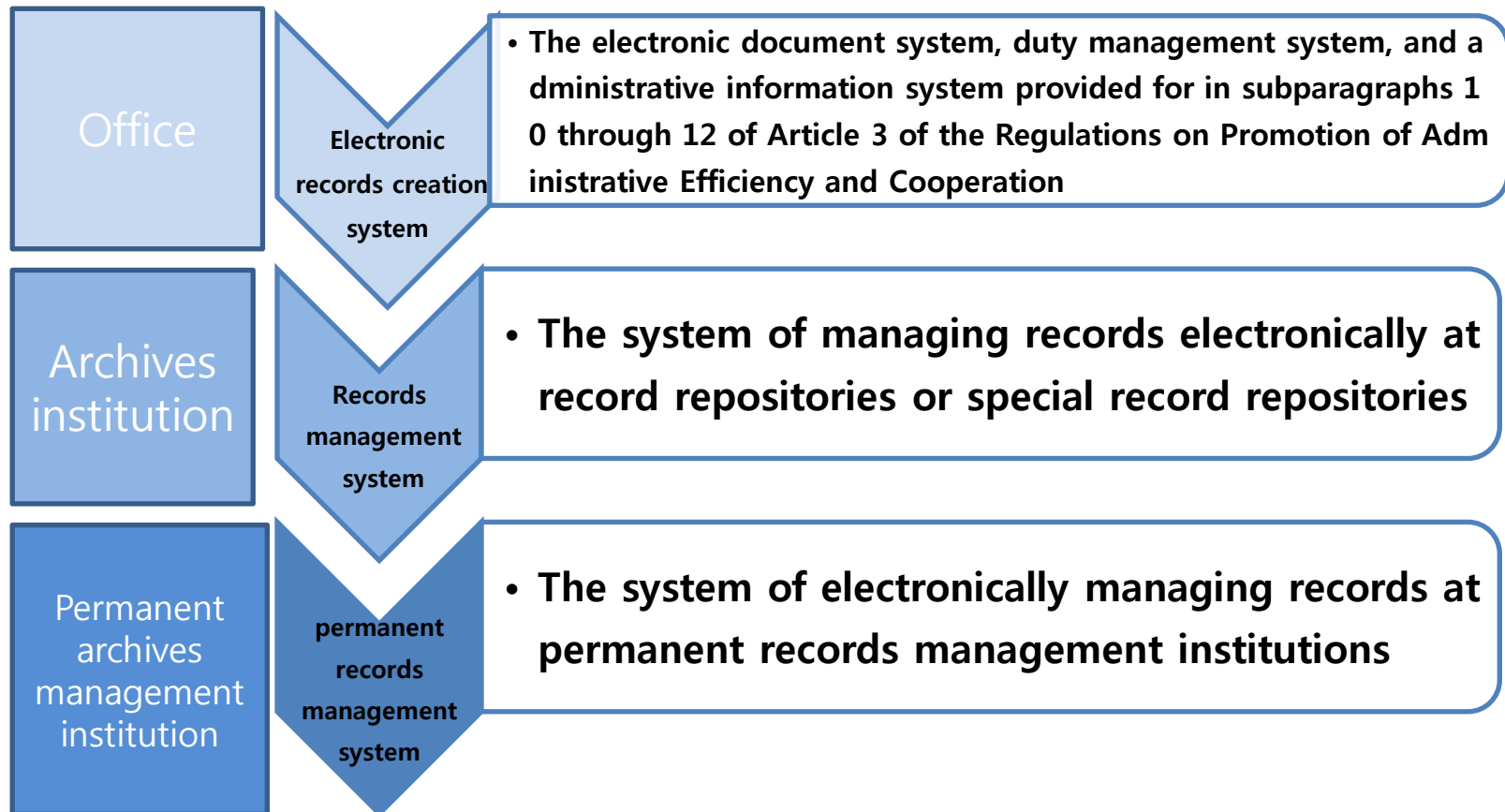
2. The term "electronic records" means archival information and data, such as electronic documents, web archives, administrative information data set, etc. which are sent, received, or stored after being prepared in an electronic form by a system having information-processing capacity;

The term "electronic records creation system" means the electronic document system, duty management system, and administrative information system provided for in subparagraphs 10 through 12 of Article 3 of the Regulations on Promotion of Administrative Efficiency and Cooperation;

10. The term "web records" means all types of archival information and data contained in the websites of public institutions and the management information concerning the operation and construction of such web sites;

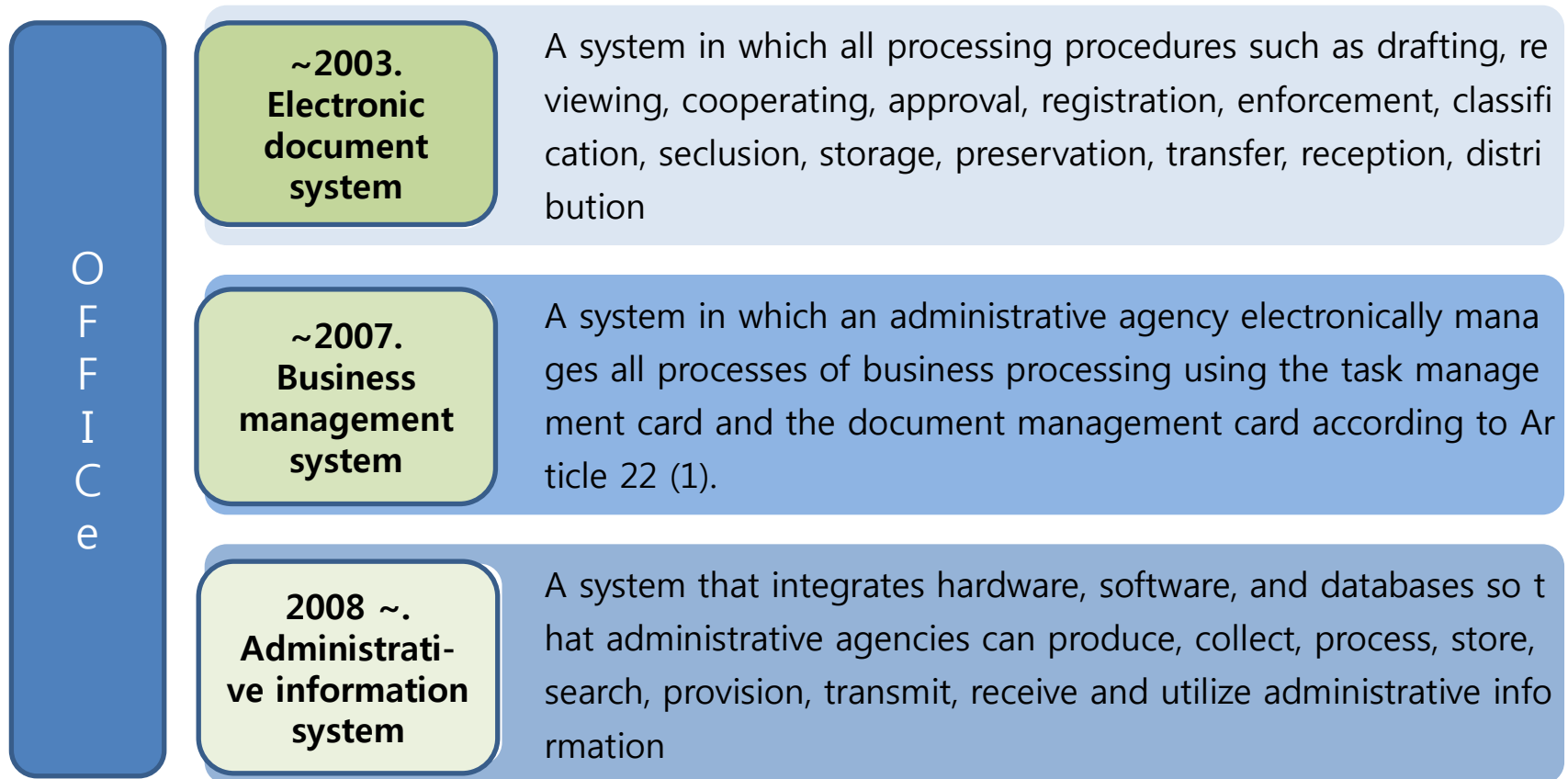
11. The term "administrative information data set" means letters, numbers, figures, images, and other data which are created by the administrative information system used by administrative agencies of all levels in conducting their duties.

Electronic records management system of records lifecycle model in Korea



Public Electronic Records Management System in Korea

The kind of electronic records creation system



Public Electronic Records Management System in Korea

Public records management lifecycle in Korea

Current, Semi-Current step
record management

Office

- **Creation**
- **Registration**
- **Classification**
- **Filing**
- **Deciding whether to release records**
- **Notification of Records Creation Status**
- **Transfer**

Archives institution

- Receipt of Records Creation Status
- Notification of Records Creation Status
- Receipt of Records
- Transfer
- Convert records
- Classification as to Disclosure of Archives
- **Evaluation and Discard of Records**

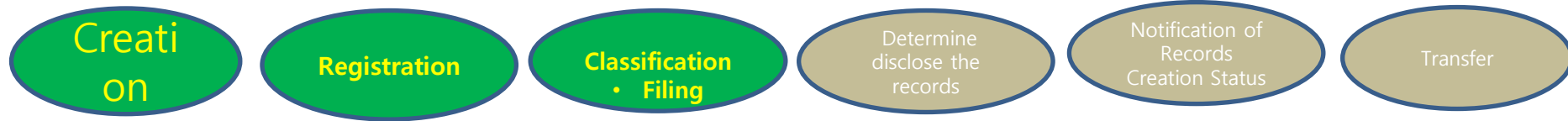
Non-current step
record management

Permanent archives management institution

- Receipt of Records
- Collection and management of private records
- Description
- Storage of Records in Preservation Media
- Disclosure, Perusal and Utilization of Records
- Evaluation and Discard of Records

Public Electronic Records Management System in Korea

Public Records Management by Division in Charge



Creation

Public institutions shall keep records of the details of correction and history information, matters reported in the process of performing its duties, matters examined, etc.

Registration

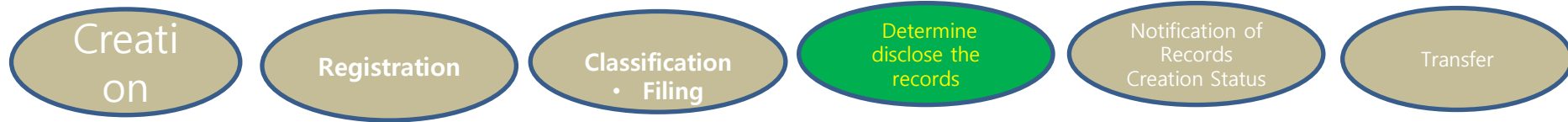
When a public institution creates or receives any records, it shall assign them with a registration number of creation or receipt through the electronic records creation system of the institution and mark it on the records

Classification and Filing

Pursuant to Article 18 of the Act, public institutions shall manage records by classifying them by divisions in charge and by unit assignments, according to the table of standards for records management under Article 25

Public Electronic Records Management System in Korea

Public Records Management by Division in Charge



Determine disclose unit

The records shall be classified by case according to whether or not to disclose them, and shall be managed using the registration information of records provided for in Article 20 (1)

Information Subject to Non-Disclosure

OFFICIAL INFORMATION DISCLOSURE ACT Article 9

1. Information that is classified as confidential information or information subject to non-disclosure pursuant to other Acts or orders given under Acts (limited to the National Assembly Regulations, the Supreme Court Regulations, the Constitutional Court Regulations, the National Election Commission Regulations, Presidential Decree, and Municipal Ordinances);

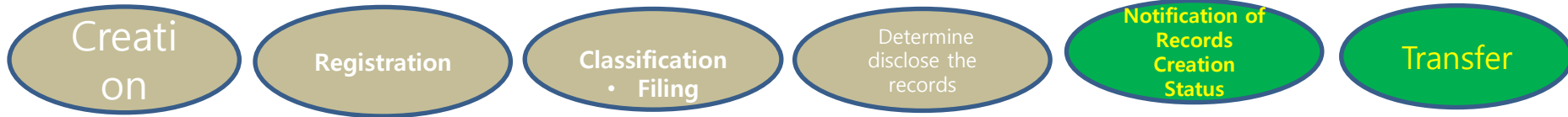
... ..

6. Personal information, such as names, resident registration numbers, etc. included in the relevant information, which, if disclosed, is deemed likely to undermine the privacy or freedom of individuals: Provided, That the following personal information shall be excluded therefrom:

... ..

Public Electronic Records Management System in Korea

Public Records Management by Division in Charge



Notification of Records Creation Status

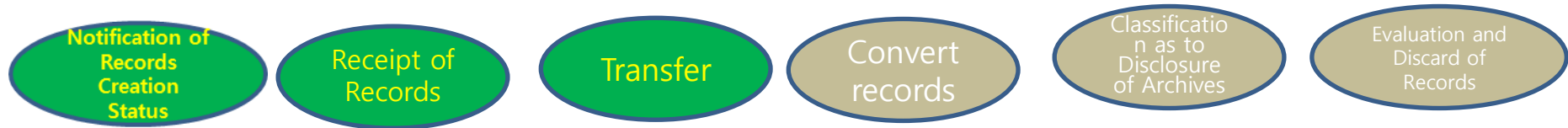
Public institutions shall notify the status of records creation of the previous year to the head of the competent record repository or special record repository by May 31 of each year institution.

Transfer

Public institution shall transfer the records of the public institution to the competent record repository or special record repository by the unit of records file after preserving them at each division in charge by up to two years from the initial date in reckoning a preservation period

Public Electronic Records Management System in Korea

Public Records Management by Record Repositories



Notification of Records Creation Status

The head of a record repository or special record repository shall notify the head of the competent permanent records management institution of the records created during the previous year by not later than August 31 each year

Receipt of Records

The record repository or special record repository shall receive records subject to transfer from the relevant public institution and the institution to which they belong, and shall manage them.

Transfer

The head of a record repository or special record repository shall transfer records with a preservation period of at least 30 years to the competent permanent records management institution in accordance with the schedule presented by permanent records management institution in the year following the year in which ten years pass from the initial date in reckoning the preservation period

Public Electronic Records Management System in Korea

Public Records Management by Record Repositories

Notification
of Records
Creation
Status

Receipt of
Records

Transfer

Convert
records

Classificatio
n as to
Disclosure
of Archives

Evaluation and
Discard of
Records

Convert records

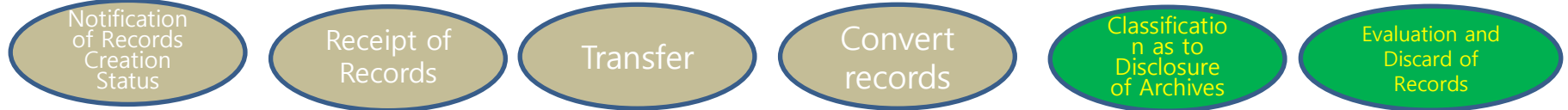
Where the receipt of electronic records which should be preserved for at least ten years is completed, the head of a record repository or special record repository shall convert such electronic records from their original data formats into document preservation formats and long-term preservation formats, within one year after the result of completion of receipt is notified pursuant to Article 35 (5), as determined by the head of the central records management institution.



Public Electronic Records Management System in Korea



Public Records Management by Record Repositories



Classification as to Disclosure of records

Where a public institution intends to transfer archives to a competent archives management institution, it shall transfer the archives after reclassifying whether to disclose such archives

Evaluation and Discard of Records

As for the records the preservation period of which has expired among the records being preserved by a record repository or special record repository, the head of the record repository or special record repository shall redetermine their preservation period, or classify them into postponement or discard, taking into consideration opinions from the department which has created them pursuant to Article 27 (1) of the Act and the results of examination by specialists in records management pursuant to Article 41 (1) of the Act (referring to specialists in records management who work for the relevant record repository or special record repository), and following deliberation by the Records Evaluation Council referred to in paragraph (4)



1. Public Records Management System in Korea
2. Electronic Records Management System in Korea
3. **Public Record Preservation in Korea**



Dual Preservation of Important Archives

PUBLIC RECORDS MANAGEMENT ACT

Article 21 (Dual Preservation of Important Archives)

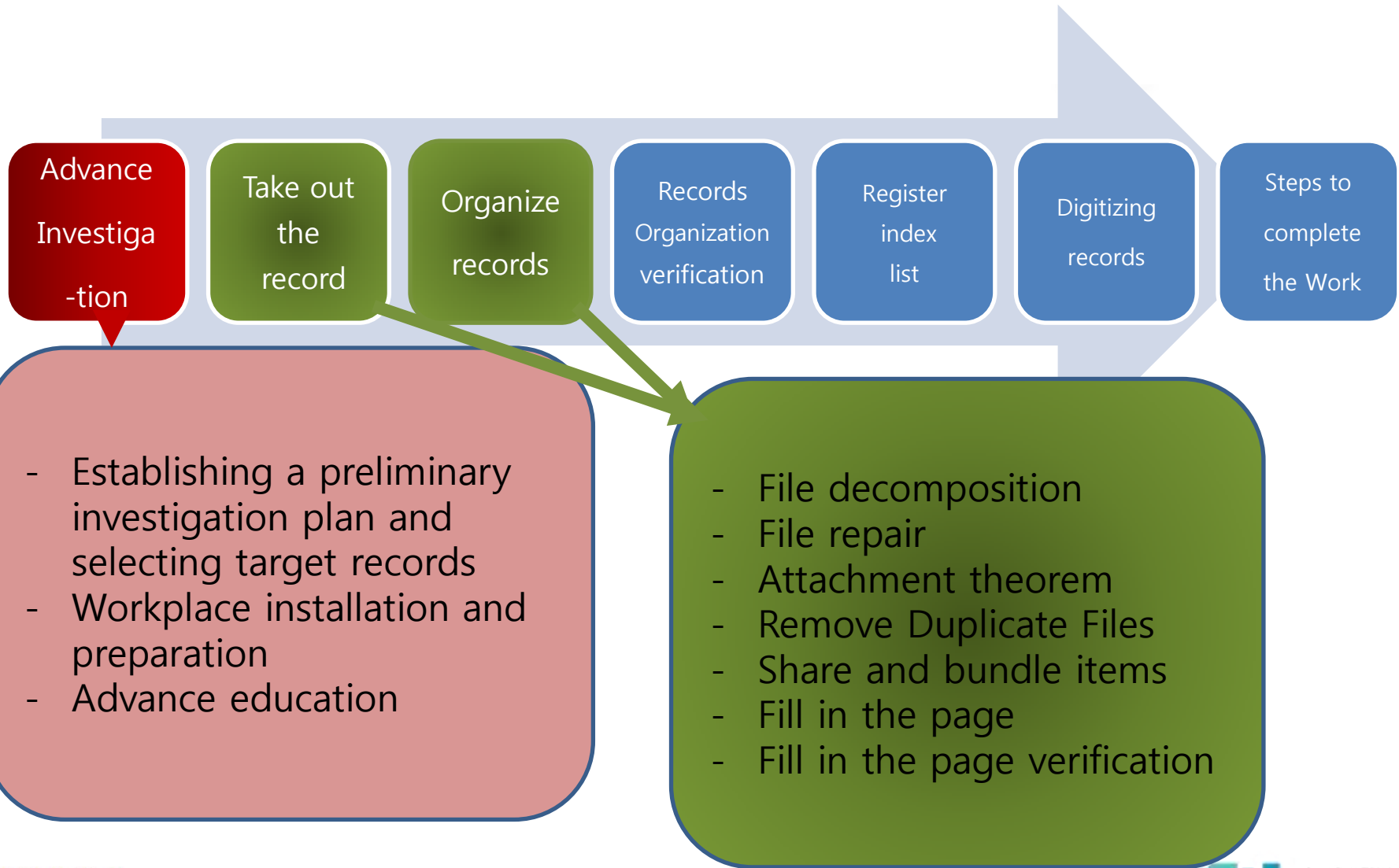
(1) In principle, important archives among archives classified as permanent archives shall be preserved dually by making a duplicate or recording in preservation media, etc.

(2) Each archives management institution shall send a duplicate of the preservation media of important archives to the Central Archives Management Institution for the safe and decentralized preservation of such important archives recorded in the preservation media among archives it preserves, as prescribed by Presidential Decree.

(3) The head of the Central Archives Management Institution may request archive management institutions to record archives worth preserving on a national level in the preservation media and send a duplicate of such preservation media.

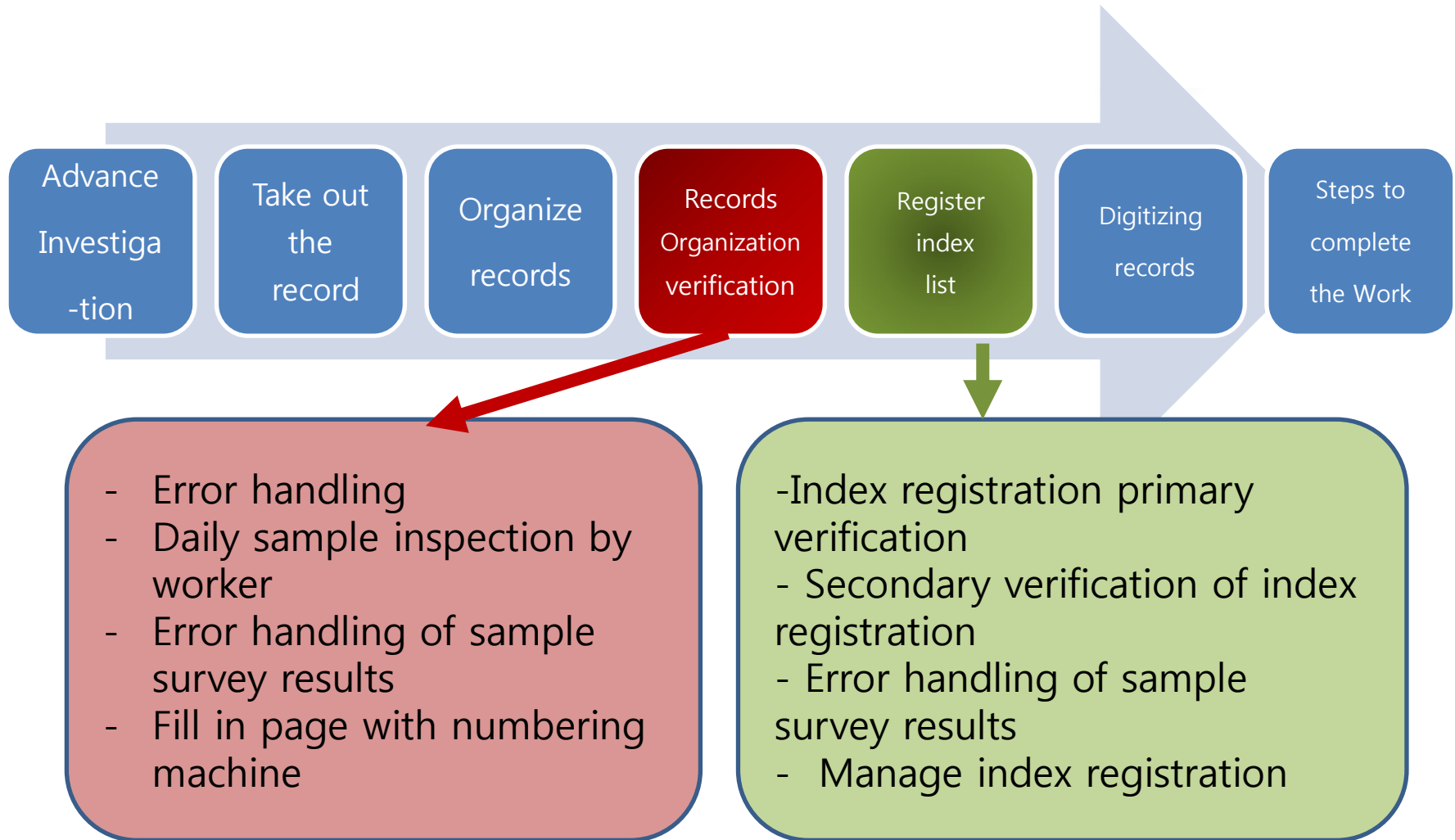
Public Record digitation in Korea

Procedures for creating a list of records and digitizing



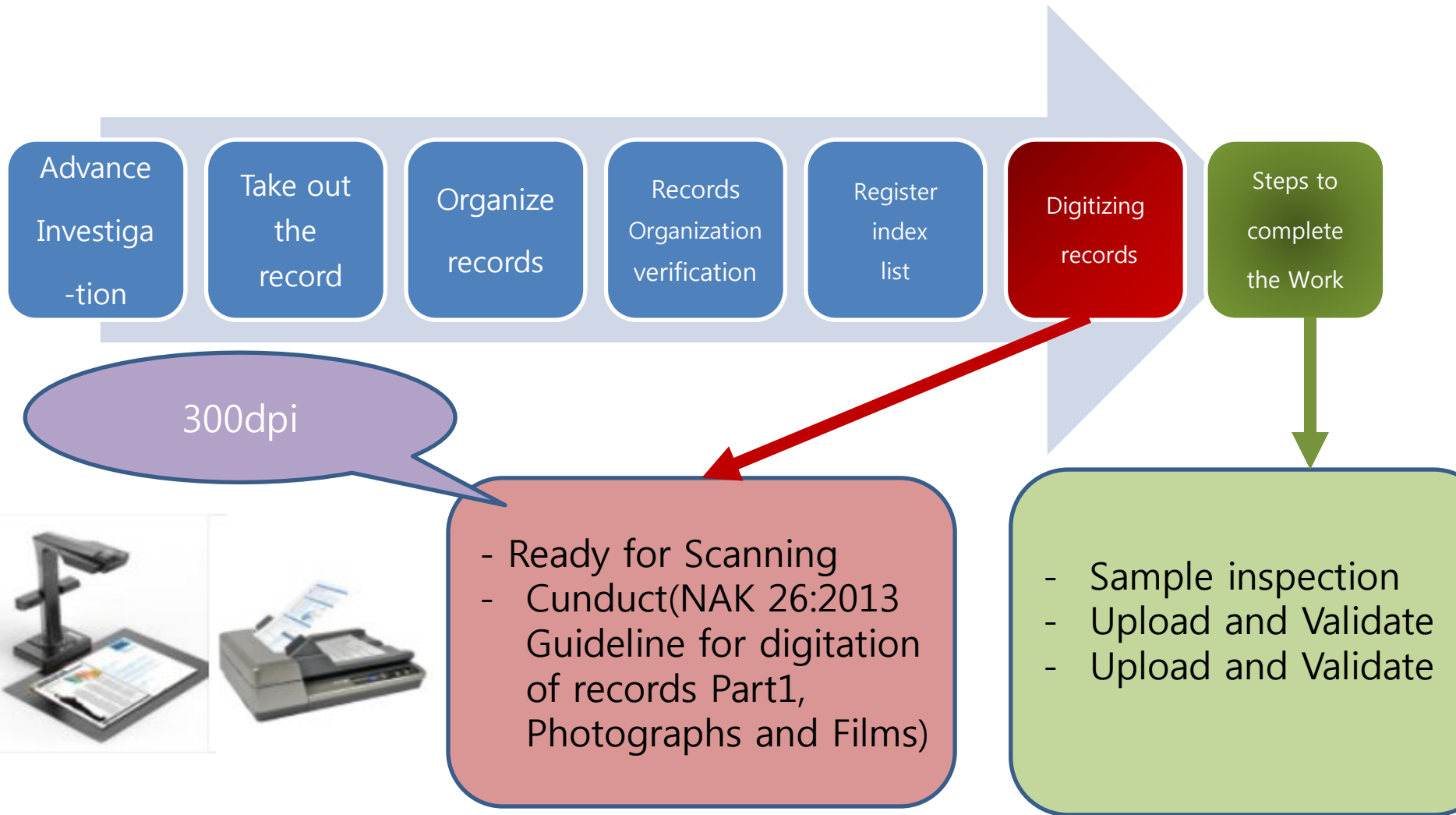
Public Record digitation in Korea

Procedures for creating a list of records and digitizing



Public Record digitation in Korea

Procedures for creating a list of records and digitizing



Q & A

धन्यवाद

Reference

- PUBLIC RECORDS MANAGEMENT ACT
- ENFORCEMENT DECREE OF THE PUBLIC RECORDS MANAGEMENT ACT
- Korea national Archives website: www.archives.go.kr
- OFFICIAL INFORMATION DISCLOSURE ACT
- ACT ON THE MANAGEMENT OF PRESIDENTIAL ARCHIVES
- NAK 23:2017 Guideline for Records Cataloging and Digitization Project
- NAK 26:2013 Guideline for digitation of records Part1, Photographs and Films