Disaster management responsibilities and roles, prevention of disaster, preparedness

Security management for

Abstract

This document defines criteria on the security and disaster management to be performed by records centers and archives. This document, public records institution refers to the records centers and archives. This document describes mainly two sections: One is the security section, and the other is the disaster section. It particularly deals with the disaster management of digital records for archives in the disaster section.

Security protocols are governed by the security regulations of the National Information Agency. This document identifies factors that threaten the security of records management and provides the measures to protect or mitigate them. Especially, it addresses a security model that includes personnel, storage facility, records themselves, IT systems, and information.

Disaster can come about due to various factors such as external and internal characteristics of the organization and risks inherent in the records systems and records processes. For further risk management, refer to the international standard ISO 18128 Risk assessment for records processes and systems.

This document identifies the factors affecting records management such as natural disasters, defects of construction and facility, industrial disasters, technological disasters, crime, insufficient preservation, and incompetency or mistakes of personnel. It also addresses assigning the responsibility and roles to people who prevent and manage these disasters and precaution measurements including vital records management, disaster recovery planning, and post-disaster management. For disasters concerning the digital records of archives, it addresses methods for risk analysis, a guide to composing the disaster recovery system, precaution measurement activities including back-up or dual preservation, and dispersal. It also deals with response and recovery to these disasters.

This document outlines what risk factors can affect organizations’ records management. It also addresses how we can respond to and prevent these factors, and how we can establish a security and disaster strategy plan. Accordingly, this document is closely related to standard for selection and protection of vital records (Selection and Protection Process of Vital Records, NAK 2-2:2012(v1.0)).

Records managers, archivists, IT professionals, and other related personnel are strongly recommended to apply these standards to their organizations' security and disaster management.

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