• **Title**: Records Management Procedures for the Public Offices (v2.2)

• **Standard no.**: NAK 3:2015(v2.2)

• **History**: Enactment 28/12/2007, 1st revision 28/9/2009, 2nd revision 4/7/2013, 3rd revision 10/7/2015

• **Purpose & Context**: This document defines records management procedures to be performed by public officials in their business areas. Almost all public officials in business are creating records during their work, so all public officials are records creators and stakeholders, and well-created records are very important for their accountability and evidential case in the future.

Korea uses a business management system for doing work and creating records in government and public areas. The business system was developed for managing government working outcomes and seeking effective working transactions. The Public Records and Archives Act prescribes the capture of all records in the working process, and most of the data is captured automatically in the system, so it is crucial for public officials to create records well.

In the digital environment, records creation is the start point of records management and the reason why we can create records content and metadata. The Korea Public Record and Archives Act defines a certain legislative action to be done in the stage of records creation.

• **Abstract**: This document prescribes how records should be created, registered, classified, and filed; and what should be done before transferring them to the records management stage (semi-current records management stage).

Certain core records to show the decision-making process should be created mandatorily. They are investigation and research reports, minutes for defined important meetings, and audio-visual records, which are described in detail by the Public Records and Archives Act.

Records filing is closed to the business classification scheme, called BRM (Business Reference Model). Records filing is made at the transaction level of BRM. BRM is composed of 6 levels that are defined by their function, activity, and transactions through business analysis. Therefore, records creation reflects business context automatically.

First of all, the quality of metadata created by records creators can affect the quality of current records and further records management in the future. This standard emphasizes this point and informs what the public officials should do during records creation.

All Korean public officials and records managers need to comply with this standard and the related regulations to ensure the authenticity and sustainability of digital records in upcoming records management.

• **Content**
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  2. Basis regulations
  3. Terms and definitions
  4. Assigning roles for records management in public office
  5. Creation and registration
  6. Classification and filing
  7. Checking problems and reporting the created records
  8. Keeping records (temporary retention)
  9. Transferring (preparation for transferring and transfer process)
  10. Sending and Receiving (taking over and acceptance)
  11. Making comments on appraisal and destruction
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Annex A. A comparison table (with the Public records and Archives act)
Annex B.: A Monthly records work for public office
Annex C.: A Work-flow for records management in the public office
Annex D.: A Check list for records management in the public office
References