Title: Functional Requirements for Records Management Systems (v1.2)

Standard no.: NAK 6:2015 (v1.2)

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Purpose & Context: This document defines the functional requirements according to records management processes prescribed in the Public Records and Archives Act. It aims to ensure authenticity, integrity, reliability, and usability and advance the quality of public records management.

The National Archives of Korea supplies unified records management systems in all public agencies, so all records managers should use this system for their own records management. The system can accept, manage, store, service, and transfer the records created by the same agencies, and the process is fully automated. So, Korea can create, manage, and transfer the records electronically.

The central government, local government, education authorities, and military institutions should apply this standard to design and operate their records management systems.

Abstract: This document defines the principles for developing records management systems and it addresses a functional model including functional requirements. The principle for system development is as follows:

1. A records management system can manage the context and content of records; for this purpose it should capture, accumulate, and manage the metadata.

2. A records management system should store records to ensure the authenticity, integrity, reliability, and usability, and it should be possible to dispose the records while leaving an audit trail.

3. A records management system should support records search and retrieval at the user’s convenience.

4. A records management system should inter-link with related systems for effective acceptance and transfer (or import and export).

5. A records management system should utilize technical measures to guarantee the authenticity and integrity of records.

Also, the functional model is designed as below:
**Content**

1. Scope
2. Basis regulations
3. Terms and definitions
4. Overview of records management system
5. Metadata creation and management
6. Classification and controlling the records management criteria
7. Taking over the records
8. Store and preservation
9. Disposition
10. Managing the closure and disclosure
11. Access right and audit trail
12. Retrieval and utilization