- **Title**: Standard Model for Archives: Function and Procedures (v2.0)

- **Standard no.**
  : NAK 9:2015(v2.0)

- **History**
  : Enactment 23/12/2008, 1st revision 30/12/2015

- **Purpose & Context**
  : This document defines basic functions and procedures to be performed by the Archives. In Korea, there are a few public archives, including the National Archives of Korea, National Assembly Archives, Constitutional Court Archives, and Seoul City Archives. We are expecting a lot of local province archives will be established in the near future.

  Even if we have several kinds of archives, their basic functions and processes are common, while their detail processes will be diverged in accordance with their own institutional purposes. In Korea, administration, legislature, and judicature are completely separated, so we should not prescribe protocols which overlap multiple areas. But, the least common archives management processes are regulated by the Public Records and Archives Act.

  Archivists, conservators, IT professionals, and administrators are working together in the archives. Usually, the permanent values of records are transferred to archives. In the case of the National Archives of Korea, we hold more than 30 years’ retention periods’ records and other nation-wide valuable historical records for eternal preservation. Archiving is the final stage of records management, and also can be a starting point for getting feedback on records creation or acquisition policy.

  All archives are trying to apply the principles of original order and provenance (respect des fonds) from Western countries. Almost all archives should service their custody to the public for their inheritance purposes.

  In the digital environment, various digital records are threatening these archives because the extent of the records is not limited, and all records are to be accessible to users, guaranteeing their authenticity and integrity over time. This document can provide a standard function and process when establishing and managing any type of archive.

- **Abstract**
  : This document provides for how archives should function and what should be done in the archives. First of all, they need to be aware of their institutional mission and purpose and design their archives to fit those needs.

  This document describes how the archives’ structure and resources can be managed. It defines 4 archives functions and detailed sub-functions or processes for each function. It provides plentiful archives management sub-functions and processes, such as arrangement and description, developing finding aids, long-term preservation, and archives services.

  Government-affiliated agencies which preserve their records for a long time can apply this standard to their records management. Applying these standards is recommended to an archivist who is responsible for archives management.

- **Content**
  1. Scope
  2. Basis regulations
  3. Terms and definitions
  4. Mission and roles of archives
     : Mission and role, operation organizational structure, resources management
  5. Essential functionality of archives
     : Archives acquisition, archival information management, protection and preservation, service
  6. Archives management procedures
     : Controlling records creation, managing basic data, acquisition and taking over, arrangement and description, appraisal and disclosure management, long-term preservation, service, and monitor and training

Annex A. Code of ethics for National Archives of Korea
Annex B. Main archival works according to the Public Records and Archives Act
References