• **Title**: Standard Operation Procedures for Records Center (v1.1)

• **Standard no.**: NAK 10:2012(v1.1)

• **History**: Enactment 30/12/2009, 1st revision 30/3/2012

• **Purpose & Context**: This document defines records management procedures to be performed by the records centers stipulated in the Public Records and Archives Act. The records center includes special records centers such as public agencies governing the unification, foreign affairs, security, investigation, and information areas of Korea. They all should comply with the process and criteria on the records management regulations prescribed in the above act.

The records center is the middle stage between records creation and permanent preserving. It is depicted as a semi-current records management stage, while it is set in the same agencies as created records. Records managers should be deployed at every records center by the regulations of the above act, and they should perform the taking over, acquisition, appraisal, reclassification, storing, service, and transfer of records.

In Korea, the records center preserves less than 30 years’ retention periods’ records and provides them to their stakeholders and internal users as needed in relation to their business needs in their agencies. Also, they can store records older than 30 years for 10 years and then transfer them to archives.

In the digital environment, it is necessary to ensure competent records creation and management in the records creation agencies. This document can be a self-checklist to stably operate a records center and improve managers’ own records management practices.

• **Abstract**: This document describes how records should be managed in the records center and what should be done before transferring the records to archives (non-current records management stage). Particularly, it describes how the records center should be operated, including its structure, regulations, operational strategy, training, and competency.

All the records managers need to comply with this standard to ensure efficient records management and the authenticity and integrity of records in future records management processes.

• **Content**
  1. Scope
  2. Basis regulations
  3. Terms and definitions
  4. Planning for operation and activity of records center
     - Establishing goal and strategy, operation regulations, human resource allocation, and building plans, checking reality, training support, composition of records appraisal committee, and statistics and monitoring
  5. Criteria (records schedule) management
     - Retention period per task unit, and disclosure criteria or access right
  6. Record arrangement and taking over from public offices
  7. Records Disposition
     - Appraisal, destruction and transfer to archives
  8. Records Preservation
     - Storage management, condition check, preservation format conversion, and disaster and security planning
  9. Records Service
     - Reassigning of disclosure value, reading room service
  Annex A. Comparison table with the Public Records and Archive Act
  Annex B. Process for taking over for digital records
  Annex C. Process for taking over the non-digital records
  Annex D. Monthly work schedule for the records center
Annex E. Checklist for records management in the records center