

Records management plan for the administrative dataset in Korea

2019.11.



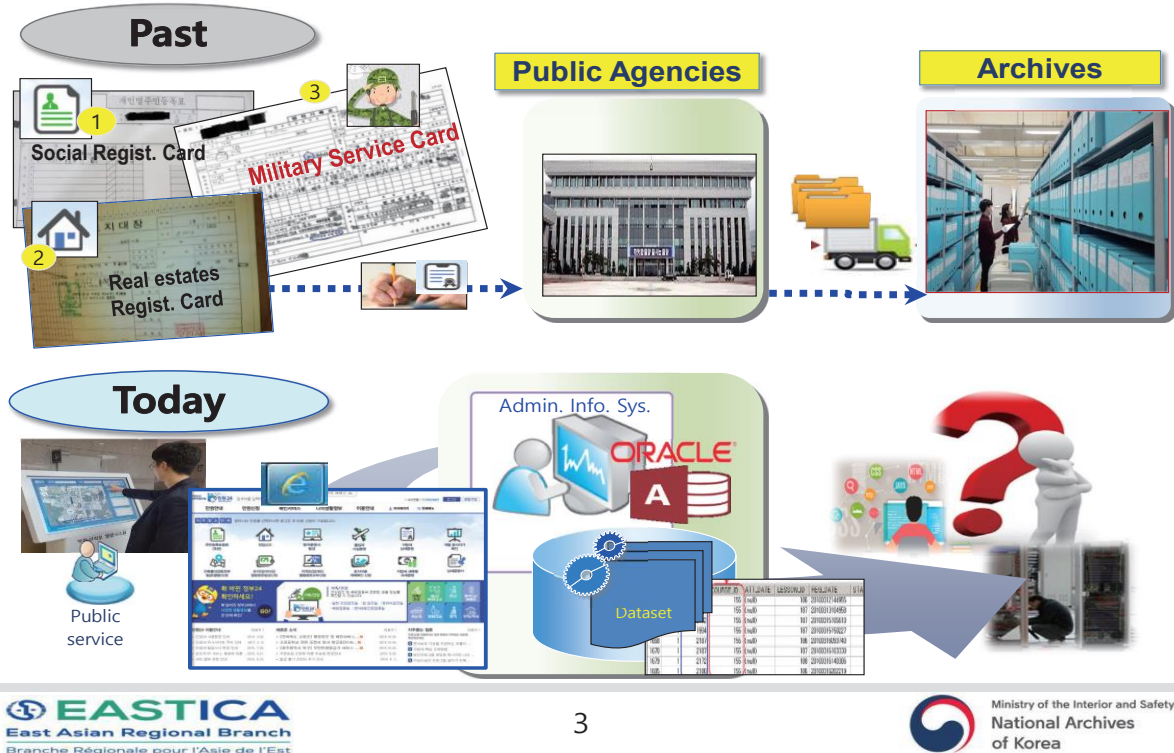
Ministry of the Interior and Safety
National Archives
of Korea

Ju Kwang Lee

Contents

- I Introduction**
 - Status & Basic analysis
 - Case studies & Results
- II Principles for Dataset Record Management**
 - Dataset record management basic principle
 - Dataset record management process
- III Dataset Record Management Methods**
 - Criteria table for dataset record management
 - Records management ,methods for dataset
 - SIARD & Dataset archiving system

I Introduction (Dataset, Why it Matters ?)



I Introduction (status)

Definition	Group of data (records) created by an administrative information system
Status	Government Agencies : appx. 2,200 (based on public institutions : appx. 16,400)
Operation	Operated by a dept. which built it for its business
Records Mgmt.	Subject to public records management law

Complexity + Diversity

- Customized to specific info. system
- Impossible to apply to various types of datasets (cross the board)
- Need a viable measure for general application

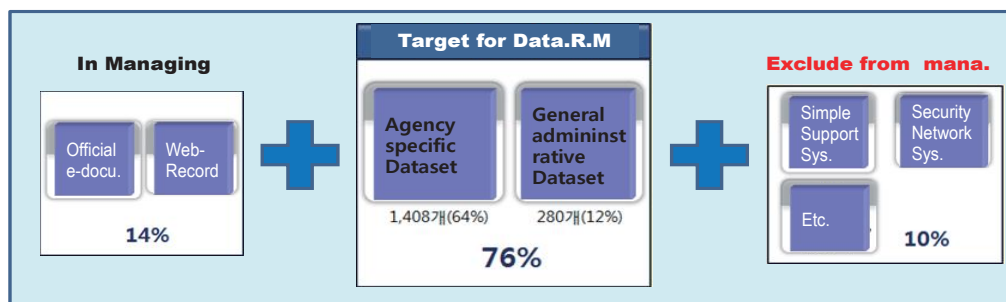


Introduction(basic analysis)

□ Dataset Classification (appx. 2,200 central administrative agency systems)

Agency specific functions(64%)	Tax Integration System, Construction Administration, Korea Customs Service FTA, Protective Supervision, Minwon 24, etc.
General administrative functions(12%)	Internal administrative portal, HR management, asset management, groupwear, etc.
Simple business support(4%)	Notice mailing system, text messaging, Webhard (online storage), etc.
Security Network (3%)	Firewall, intrusion detection, IP management system, etc.
Other (3%), website & e-docu (14%)	Data transmission, video conference relay system, etc. / Other

□ Identify what is under record management



Introduction (Case study)

Classification	Concept	Explanation & Samples
Single org. single system		<ul style="list-style-type: none"> It consists of a single system for work or service and is operated & managed by a single organization Simple structure without data link to other agencies or other systems Simple types of architecture, but very few systems like this. <p>ex) KAIST Electronic Research Note System</p>
Single org. integrated system		<ul style="list-style-type: none"> Multiple business-specific systems in one institution share, refer to, and create cross-referenced data through an integrated DB Large systems have many deployments like this <p>ex) Patent Net System of Patent Agency</p>
Centralized		<ul style="list-style-type: none"> Multiple agencies within the same administrative body connect to the central system to create and process data Data created by multiple agencies on a central system is referenced by each agency for processing <p>ex) Chemical safety institute - Chemical comprehensive information system</p>
Multi-agency link		<ul style="list-style-type: none"> Types of operations by linking or referring to data created in a single agency system. There are many cases of this type of system, for example, for the efficiency of the processing between the different administrative agencies <p>ex) Forest Resources Integration System of the Korea Forest Agency, Public complaint sys. of the Anti-Corruption and Civil Rights Commission</p>
Central-local agency link		<ul style="list-style-type: none"> For state-commissioned offices, the system for handling work is operated and managed by each local government. Data generated by local governments are collected centrally and referenced to work, such as statistical analysis The center refers only to each local government data and does not store the data in the central system Read local government data for work reference <p>ex) National Territory Information System of the Ministry of Land</p>



Introduction (Results)

□ Implications of the case study results

Need to identify management unit

- Data with various business functions are stored and operated in the same DB
- Decide unit function based on the same physical DB structure

Different retention periods within the same unit function

- A different retention period per type exists despite the same physical DB structure
- Management criteria table to describe how to write per unit function, disposal unit below unit function and disposal method

Discrepancy between creation and management

- Mismatch of data creation and management organizations makes disposal difficult.
- Possible to give disposal authority to data management organization

Operation system data destruction

- Dispositions of datasets which have passed retention periods in the operation system (issue of physical complete destruction)
- Data deletion after a disposition review (in volume unit, once in several years)



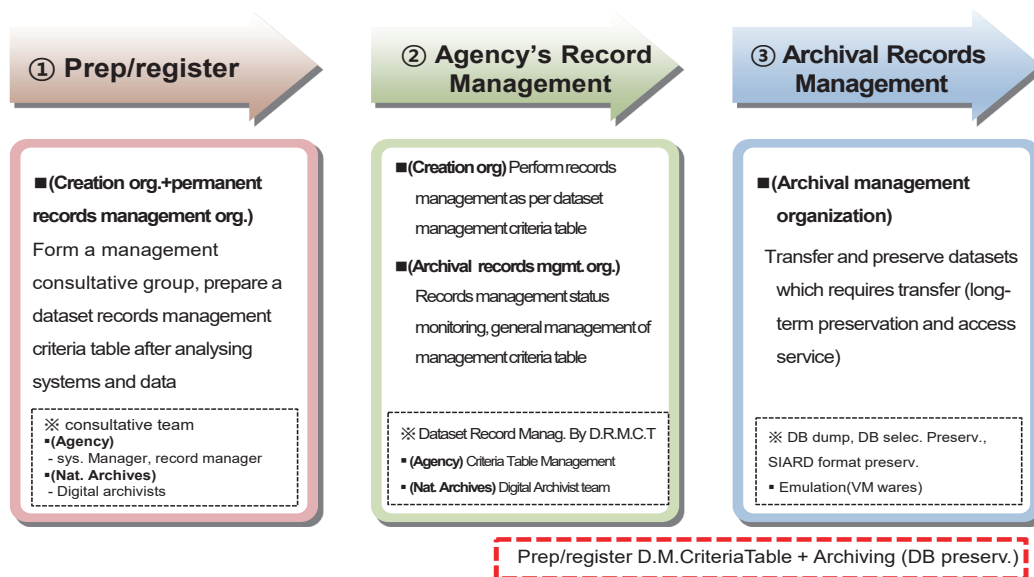
Principles for Dataset Record Management

- **General management model & efficient implementation procedures**
- **Self-preservation in the creation system** (retention periods, look & feels)
- **Prep/register of dataset management criteria table**
(Administrative information dataset management criteria table)
- **Collaboration** (archivists & sys. manager) & **Technical support** (the National Archives)
- **Preparation of dataset preservation and service system** (Minimize, transfer to NAK)



II Process of Dataset Record Management

□ Dataset Record Management Process



II Process of Dataset Record Management

□ Process - ① Prep/register

