InterPARES 3 Project
International Research on Permanent Authentic Records in Electronic Systems
TEAM Korea

TEAM-Korea – Case Study 01 Abstract
Version 1.0

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Test-bed name: Kyungpook National University Archives & Records Service Center
Test-bed type: University Archives
Topic/Title: Records Management Policies, Procedures and Systems at Kyungpook National University Archives & Records Service Center
Case study type: Policy, System, Records
Relationship to other case studies: N/A
Start Date: June 2008

The Kyungpook National University Archives & Records Service Center (KNU-ARSC) was established on August 5, 2000. The major responsibilities of the KNU-ARSC include collecting, arranging, describing, managing, preserving, and providing access to the University's administrative and academic records.

The Kyungpook National University (KNU) was founded in 1945 and comprises 5 divisions, 1 bureau, 1 administrative headquarters, 15 administrative offices, 13 graduate schools, 16 colleges, and 134 affiliated institutions. KNU has approximately 33,000 undergraduate and graduate students, and 1,300 staff members. The mission of KNU is to: 1) foster a learning environment that encourages entrepreneurship, innovation, discovery and creativity; 2) provide high-quality education that will achieve an international reputation; and 3) pursue the development of a dynamic and new academia.

The objectives of this case study are to: 1) investigate the type and impact of policies and guidelines in managing university records; 2) examine the characteristics of recordkeeping systems that are currently in operation; and 3) identify the archival procedures for managing records at the center. KNU-ARSC is governed by the Public Records Management Act as a national university and operates the standard records management system that Korean government agencies use in its business activities.