

# **QUESTIONNAIRE FOR THE PREPARATION OF REPORTS BY MEMBER STATES ON THE APPLICATION OF THE RECOMMENDATION CONCERNING THE PRESERVATION OF, AND ACCESS TO, DOCUMENTARY HERITAGE INCLUDING IN DIGITAL FORM (2015)**

## **Preliminary remarks**

Member States are invited to consult the Implementation Guidelines that have been prepared to assist them with the practical application of the various provisions of the Recommendation. The proposed questionnaire has been established based on the topics set out in the Implementation Guidelines, which can be found on the Memory of the World (MoW) website at: [https://en.unesco.org/sites/default/files/2015\\_mow\\_recommendation\\_implementation\\_guidelines\\_en.pdf](https://en.unesco.org/sites/default/files/2015_mow_recommendation_implementation_guidelines_en.pdf)

Pursuant to Articles 15 and 16.1 of the Rules of Procedure concerning recommendations to Member States and international conventions covered by the terms of Article IV, paragraph 4, of the UNESCO Constitution, the Director-General of UNESCO has invited Member States by the Circular Letter 4155 dated 28 April 2016 to submit the Recommendation to their competent authorities within a period of one year from the close of the session of the General Conference.

Furthermore, under Article VIII of UNESCO's Constitution, Member States are required to submit a report on the legislative and administrative provisions and any other measures they have taken to implement the conventions and recommendations adopted by the Organization.

## **Submission and dissemination of reports**

Please designate a contact person responsible for the information sharing and cooperation with UNESCO in relation to this Recommendation.

The Report should not exceed 15 pages, excluding Annexes and is to be submitted to UNESCO in electronic form only (standard .pdf or .rtf or .doc format) in English or French, to the extent possible.

The Report will be made available on UNESCO's website in order to facilitate the exchange of information relating to the promotion and implementation of this Recommendation.

## QUESTIONNAIRE

### GENERAL INFORMATION:

Country: Republic of Korea

Organization(s) or entity (s) responsible for the preparation of the report:

- Korean National Commission for UNESCO, Division of Culture
- Cultural Heritage Administration, World Heritage Division
- National Archives of Korea

Officially designated contact person/institution:

- Korean National Commission for UNESCO, Division of Culture: Ms. June Lee (E-mail: [jlee@unesco.or.kr](mailto:jlee@unesco.or.kr) / Tel.: +82-10-8816-8964)

Name(s) of designated official(s) certifying the report:

- Ministry of Foreign Affairs, UNESCO Division

Brief description of the consultation process established for the preparation of the report:

- To prepare this report, the Korean National Commission for UNESCO, the Cultural Heritage Administration and the National Archives of Korea consulted with one another and with key memory institutions in the Republic of Korea, in particular the 16 memory institutions with documentary heritage in their collections that have been inscribed to the MoW International Register.

### REPORTING ON THE SPECIFIC PROVISIONS OF THE RECOMMENATION:

#### General support:

1. Has the Recommendation been promulgated to appropriate ministries and institutions? (Section 1)

Yes. The Recommendation has been distributed to 400+ institutes, including related ministries, government institutions, archives, record centers and memory institutions.

2. Has the Recommendation been translated into the national language(s) (if applicable)?

Yes. The Recommendation was translated into Korean in December 2016.

3. Has your country created a supportive, participatory, enabling and stable environment for all parties? (1.1, 1.2, 3.1, 4.5, 5.1, 5.2)

In the Republic of Korea, the Korean National Commission for UNESCO, the Cultural Heritage Administration and the National Archives of Korea are the three main bodies involved in documentary heritage/MoW, and work together to create a supportive, participatory, enabling and stable environment for all parties and support their activities.

Through the Cultural Heritage Administration's Cultural Heritage Protection Act, and the National Archives of Korea's Public Records Management Act and related legislation, the Republic of Korea provides a strong legal framework to support the management, preservation, participation and capacity-building of all stakeholders in documentary heritage.

Currently the National Memory of the World Committee has not been officially established, and as such the Korean National Commission for UNESCO acts in this function and supports national memory institutions' participations in international activities.

4. How, if at all, has your country applied international standards and curatorial best practice (2.4, 2.7, 2.8, 2.9, 4.2, 5.1, 5.2, 5.5)?

The Cultural Heritage Administration has applied standards of the UNESCO MoW Programme's advisory body, the International Council on Archives (ICA)'s General International Standard Archival Descriptions (ISAD(G)) to establish the collections management and index information systems (Some examples are those of the Korea Saemaul Undong Center and the Korean Studies Institute)

Guidelines on the preservation and management of documentary heritage such as the International Standards on management of documents, guidelines on digitalization of documents, guidelines on the preservation and restoration of paper documents, have been made available online ([www.archives.go.kr](http://www.archives.go.kr)). Memory institutions are notified and encouraged to refer to the guidelines in their work.

5. What consultation mechanisms does the government maintain with stakeholders in the documentary heritage sector (national and private memory institutions, professional associations, relevant NGOs)? (1.2)

The central government, including the Cultural Heritage Administration, provides support for or jointly implements various programmes by national or private memory institutions, expert associations on the preservation, access and use of documentary heritage (e.g. translating documentary heritage, creating a database, exchanges with other institutions, etc.)

Moreover, in order to ensure the effective management of documents at the national level, the National Archives of Korea provides and annually updates guidelines on the management of documents reflecting changes in the field of documentary heritage management.

The National Archives of Korea also works closely with the National Archives and Records Committee and a Special Committee, an Advisory Committee/a Committee for the private records, which are comprised of diverse experts to identify documentary heritage in the private sector, and establish standards on key policy decisions.

6. What actions has your country taken in order to support memory institutions in establishing policies and standards by research and consultation, guided by internationally established norms? (1.1, 1.2, 2.2, 2.3, 3.2)

The National Archives of Korea (NAK) participates as a member of the Sub-Committee of Archives Management under International Organization for Standardization (ISO TC46 SC11), and keeps track of developments in international standardization and actively contributes to

discussions to provide inputs from the Republic of Korea. Additionally, the National Archives of Korea also has been trying to adapt the international standardization and its policies to the domestic environment by hosting the Archives Management Standard Governance Forum to carry out discussions on strategies for standardization with government bodies, the private sector, experts from academia etc.

7. What major capacity-building measures and policies have taken place within the sector? Is research and training for documentary heritage professionals organized in your country? How often? (2.4, 2.7, 2.8, 2.9, 5.1, 5.2)

The Cultural Heritage Administration hosts workshops on research and training programs for local documentary heritage professionals, and has also established education programmes for government officials working in documentary heritage.

- National Palace Museum of Korea: International Workshop on Modern Archives for Conservators (conservation and management of photos and glass plates from the modern age, Oct 2018)
- Education Center for Traditional Culture at Korea National University of Cultural Heritage: Education Course for Understanding Documentary Heritage (1st session in 2018)

The National Archives of Korea has been carrying out capacity-building training programmes, such as off-the-job training as well as cyber education programmes, for staff members in charge of archives management institutions or organizations. The aim is to support their in professional archival management skills, in accordance with changes and emerging trends in archives management such as e-archives and archival heritage etc. (Around 359 courses/times per year with approximately 25,000 participants)

### **Legislation and mandates:**

8. What legislation does your country have in place to:

• define the authority, mandate, independence and governance structure of your national memory institutions? (3.1, 4.5)

In the Republic of Korea, the preservation and management of all documentary heritage is stipulated in the Cultural Heritage Protection Act and the Public Records Management Act.

The Cultural Heritage Administration preserves and manages documentary heritage under the Cultural Heritage Protection Act. In compliance with the Cultural Heritage Protection Act, the Cultural Heritage Administration formulates plans for the preservation of state-designated documentary heritage, carries out research and development projects, organizes basic inspections, and also establishes preventive measures against fires. It also operates relevant education and training programmes. The Cultural Heritage Administration also provides support for MoW nominations and conducts various activities for preservation, maintenance and promotion of the inscribed properties.

Moreover, the National Archives of Korea enacted the Public records management act and provides legal foundation for the management, preservation, disclosure and cooperation on digital and audio-visual records that have significant value for preservation at the national level. In addition, the National Archives of Korea is currently working to establish legislation on the

establishment of the International Centre for Documentary Heritage, including articles on the preservation, management and outreach and visibility activities on documentary heritage.

- guarantee the ability of memory institutions to take unhindered preservation action on documents in their collections? (3.5 to 3.7)

N/A

- promote and facilitate maximum inclusive access by empowering memory institutions? (3.2)

N/A

- support memory institutions providing access to material whose copyright status cannot be clarified? (3.5 to 3.7)

N/A

- ensure statutory deposit of documents in memory institutions? (4.6)

N/A

9. Has government net funding of national memory institutions (in recent years) increased or decreased? By how much? (4.1)

Total government funding for memory institutions at the national level have remained the same or increased.

- Funding for nationally-designated heritage based on the Cultural Heritage Protection Act varies annually, but funding to support institutions involved in documentary heritage is continually increasing (36 billion won in 2018)
- Government funding for the National Archives of Korea has increased to 68.9 billion won in 2019, a 17.2% increase from 59.8 billion won in 2018

10. What long term investment in analogue and digital documentary preservation has been made? (4.1)

As digital archives are highly dependent on digital technologies, The National Archives of Korea is preparing for the sustainable, long-term access and preservation of digital archives by conducting risk analysis on preservation of documentary heritage following software formatting, and also by collecting information on software formatting or related businesses.

In cooperation with provincial governments and private organizations, the Cultural Heritage Administration continuously provides support for investment in analogue documentary presentation by national and private memory institutions to preserve/manage the archives and their digitalization. (e.g. conservation treatments of original documentary heritage, conservation laboratories and storages, translation and establishment of database of original texts, online archives, etc.)

11. What encouragement has been given in the development of open source software and access to proprietary codes by memory institutions? (4.7, 4.8)

The National Archives of Korea has been developing and supplying standardized software to help central and local governments in archival management

- In the case of central governments, they are planning to switch to a Cloud Records Management System based on Software as a Service (SaaS) by 2019 to access archives from other governments more easily.
- The National Archives of Korea and different levels of repositories can send and receive records on archive management metadata from one another online, through the Standard Interface Specification.

Examples of memory institutions developing software and technology:

- Kyujanggak Institute for Korean Studies: The Kyujanggak Institute for Korean Studies cooperates with key/relevant organizations, including the National Institute of Korean History and Jangseogak Archives at the Academy of Korean Studies, to design XML DTD befitting digitalization of documentary heritage and establish standard archives.
- Korea Saemaul Undong Center: The Korean Saemaul Undong Center is undertaking a project to develop a viewer of original documents in the form of HTML5-based Non-Active X. The Center is also currently developing a responsive web, based on Web standards, which can be easily applied to various OS platforms.
- The Korean Studies Institute: The Korean Studies Institute is operating a general management system, establishing according to the ISAD(G) guidelines, on relics and documentary materials in the institute's collection. The Institute also provides online services to the public via a web by designing the most optimized database structure according to the characteristics of each documentary heritage. The Institute is also undergoing efforts to improve the system by establishing an XML-based database to make possible the free exchange and transformation of data.

## Identification and preservation status of documentary heritage

12. Do all national memory institutions have published collection development, preservation and access policies? Are there in your country established policies, mechanisms and criteria for selecting, acquiring and de-selecting documentary heritage? What policies have been developed recently? (1.1)

National memory institutions have their own general standards on the acquisition, acceptance of consignment and management of documentary heritage. In addition, all projects by national memory institutions related to preservation and access are open to the public through their websites.

- The Cultural Heritage Administration operates under the "The Cultural Heritage Protection Act" and has enacted "The Regulations on the Collection and Promotion of Cultural Heritage Archives," both of which are open to the public on its website (<http://www.cha.go.kr/main.html>).
- Institutes have also their own regulations or directives, which are available to the public online as well: Operational Regulations on the Management of Materials of Kyujanggak Institute of Korean Studies (Kyujanggak Institute of Korean Studies), Standards for the

Acquisition, Acceptance of Consignment and Management of Documentary Heritage (Commemorative Association of the National Debt Redemption Movement), and Institutional Regulations on the Acquisition, Acceptance of Consignment and Management Commission on Documentary Materials (The Korean Studies Institute).

Furthermore, the National Archives of Korea has established the Plan for Acquisition and Management of Private Records to select, designate and manage the collection and utilization of documentary information resources from the private sector, by identifying private archival materials of national significance which need to be preserved.

13. What documentary heritage has been identified as at potential or imminent risk (if any)? What action has been taken? Was it brought to the attention of competent bodies? (1.3, 2.7, 5.5)

Currently, there is no documentary heritage inscribed to the UNESCO MoW International Register identified as at potential or imminent risk.

14. What arrangements are in place to protect the documentary heritage from danger? (5.4)

In the case of state-designated documentary heritage, the Cultural Heritage Administration regularly monitors at least every five years to assess their state of preservation. If any direct risk is identified, an emergency measure for conservation is implemented. Moreover, memory institutions at the national level operate its own storages and management systems to safeguard their archives and have labs for conservation treatments (e.g. Kyujanggak Institute of Korean Studies, Jangseogak Archives at the Academy of Korean Studies, National Archives of Korea and National Library of Korea, etc.

Furthermore, in order to safeguard documentary heritage in their collection, the National Archives of Korea establishes and implements disaster control measures such as regular examination of document preservation facilities, training sessions, and countermeasures for different emergencies.

15. What practical support has been given to private, local and individual collections of documentary heritage? Are they visible in national directories? (1.3, 4.3)

For documentary heritage owned by the private sector, regions or individuals that are designated as state-designated cultural heritage or inscribed on the Memory of the World register, the Cultural Heritage Administration supports their preservation and management as well as utilization and promotion. For those not designated at the national level, museums and the Korean Studies Institute adopt and utilize a deposit system for their preservation and management.

Private records produced or acquired by individuals or groups, which are recognized as significant enough to be designated and managed at the national level are identified as State-Designated Records, and are given preservation supplies and support for the safe management of records.

Among those private records determined to have national significance in being preserved, the National Archives of Korea has been carrying out the programmes to support the restoration & reproduction of materials at the risk of damage and deterioration by heat.

Between the years of 2008 and 2018, 98 cases with 5,516 pages including 3·1 Declaration, Manuscript of Hangeul Compilation, Map of Dokdo etc. received such support

## **Capacity building**

16. What specific steps have been taken to encourage consistency of best practice, coordination and sharing of tasks among memory institutions? (2.1, 2.7)

The memory institutions holding the 16 documents inscribed to the UNESCO MoW international register have voluntarily created a consultation group to encourage exchange and development of each institutions through collaboration in documentary heritage. The Korean National Commission for UNESCO, the Cultural Heritage Administration are supporting their activities.

For the safe preservation of documentary heritage, the National Archive of Korea provides education and training programmes, showcases best practices and convenes conferences to support memory institutions in preserving documentary heritage according to the general standards. Additionally, the National Archives of Korea provides manuals and guidelines, along with field training, to newly established Local Archives to delegate and coordinate tasks to promote an efficient, collaborative institutional framework and showcase best practices in the administration of managing documentary heritage.

17. What training schemes have been developed? (1.5)

Since 2009, the Cultural Heritage Administration and the Korean National Commission for UNESCO is hosting the 'UNESCO Memory of the World Training Workshop' in the Asia-Pacific and Africa to support developing countries' capacity-building in inscribing to the Memory of the World Registers.

The National Archives of Korea developments various training and capacity-building programmes on the selecting, preserving and ensuring access to documentary heritage such programmes on categorizing and assessment, preservation processes, and management of digital documents. In particular, the National Archives of Korea operates training programmes on the management of international documentary heritage and international documents for developing countries in Central and Southeast Asia.

18. What is the level of involvement of national memory institutions in international professional associations and networks? (2.8, 2.9)

The Korean National Commission for UNESCO, the Cultural Heritage Administration and the National Archives of Korea participate in various expert consultations and networks on documentary heritage, including IAC General Conferences, MOWCAP General Meetings and ICA Conferences, and are also supporting national memory institutions' participation in such networks and meetings.



19. Are there partnerships, including public-private ones, established allowing sharing of costs, facilities and services? (2.2, 3.4, 4.2)

In the Republic of Korea, partnerships are established to raise awareness on documentary heritage and to respond to emergencies.

- Partnership for raising awareness - The 16 memory institutions with documentary heritage inscribed to the UNESCO MoW International Register have voluntarily created a consultation group to continue building collaborative relationships with institutions involved in documentary heritage and engaged in activities to raise public awareness on the value and significance of documentary heritage.
- Partnerships to respond to emergencies - To prepare for emergencies, the Korean Studies Institute has an MOU with 5 museums and memory institutions with collections of key documents, and has built a system that allows memory institutions to move their collections to storage facilities of neighbouring institutions in case of events where it is no longer possible to keep the collections in their own storage.

### **Memory of the World programme**

20. Is there in your country a national Memory of the World committee? If not, what plans exist to establish one? (4.10, 5.6)

At the moment the National Memory of the World Committee has not been officially established in the Republic of Korea. As such, the Korean National Commission for UNESCO takes on the de-facto role. Currently, the Korean National Commission for UNESCO, the Cultural Heritage Administration and the National Archives of Korea are working together to establish a National Memory of the World Committee.

21. What recent nominations have been made to Memory of the World registers (international, regional, national)? (1.4)

- UNESCO MoW International Register: Royal Seal and Investiture Book Collection of the Joseon Dynasty, Documents on Joseon Tongsinsa/Chosen Tsushinshi, Archives of the National Debt Redemption Movement
- MOWCAP Regional Register: Name Boards and Verse Plaques on Royal Architecture of the Joseon Dynasty, Maninsu: Ten Thousand People's Petitions

22. Are there any Memory of the World outreach and visibility activities organized in your country enhancing accessibility of documentary heritage? Please give examples. (3.7)

Institutes that have in their collection documentary heritage inscribed to the MoW International Register (Kyujanggak Institute for Korean Studies, Korean Studies Institute, Cheongju Early Printing Museum, Commemorative Association of the National Debt Redemption Movement, Korea Saemaul Undong Center, Korea Broadcasting System) conduct various activities to raise awareness of the MoW programme, which include digitalization and translation of inscribed MoW

documents, meetings and exhibitions, publication of relevant reports and operation of their websites and programs.

A key example are the activities undertaken by the Korean Studies Institute, which organizes education programs for students and teachers to educate and raise awareness on the values of MoW documents. Currently, the consultation group of the 16 national institutions with documentary heritage inscribed to the MoW International Register are discussing ways to collaborate with the Korean Studies Institute to scale-up and diversify its programmes. The Korean National Commission for UNESCO and Cultural Heritage Administration actively support their programmes and activities.

To celebrate the '2018 International Archives Day' the National Archives of Korea hosted the 'Forum on the Significance and Preservation of Digital Documentary Heritage' and the 'Digital Heritage Award.'

National Archives of Korea also implemented various programmes to promote international documentary heritage in its collection such as 'Educational Programme for the Annals of the Joseon Dynasty' and 'the National Art & Writing Contest on the Love of Records.'

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