

# Regulation on Administrative Affairs

Department in charge: General Affairs and Human Resources Team 1143-4

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Amended on Nov. 14, 2002 Regulation No.46  
Amended on Feb. 28, 2005 Regulation No.65  
Amended on Dec. 21, 2005 Regulation No.73  
Amended on Aug. 20, 2010 Regulation No.133  
Amended on Dec. 30, 2014 Regulation No.202

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## Chapter 1 General Provisions

### Article 1 (Purpose)

This regulation seeks to promote administrative efficiency by prescribing matters related to the administrative affairs management of Handong Global University (hereinafter referred to as "University") and by pursuing the simplification, standardization, advancement, and informatization of administrative affairs. (Amended on Dec. 30, 2014)

### Article 2 (Application Scope)

Unless specifically provided for otherwise in other regulations regarding administrative affairs, matters related to administrative affairs shall be governed by this regulation. (Amended on Dec. 30, 2014)

### Article 3 (Definitions)

The terms used in this regulation shall have the following definitions:

1. "Documents" refer to all documents (including specialized media such as drawings, photos, disks, tapes, films, slides, electronic documents, and etc. Hereinafter, it means the same) that are prepared and enforced by the university for related works as well as all documents received by the university. (Amended on Dec. 30, 2014)
2. "Document Department" pertains to a department that is in charge of document-related administrative work, which classifies, distributes, stores documents or supports the sending and receiving of documents. (Newly established on Dec. 30, 2014)

3. "Handling Department" refers to a department that manages the execution of office work. (No change)  
(Newly established on Dec. 30, 2014)

4. "Department No." pertains to any of the department code No. of the common administrative codes of the administrative computer network established by the university for the standardization of administrative work.

5. "Successive serial No." refers to the serial number that continues through successive years regardless of the year.

6. "Annual serial No." refers to any of the serial numbers that begin anew each year without any indication of the year.

7. "Year-based serial No." refers to the number connecting the year marking with the annual serial number with a hyphen (-).

8. "Electronic document" pertains to a document that is electronically prepared, sent, received, or stored through the electronic approval/collaboration system.

9. "Electronic document No." refers to a number that is automatically assigned when processing work through the electronic approval/collaboration system.

10. "Approver" pertains to the president or any of the persons to whom approval authority has been delegated by the president. (Newly established on Dec, 30, 2014)

11. "Sign" refers to an act wherein the persons who drafted a document, reviewers, coordinators, approvers [the person who approves with approval authority or delegated approval authority or a deputy pursuant to Article 20. Hereinafter, it means the same.), or senders of a document (excluding electronic documents) autographically mark their names on the document in Korean so that others can recognize them. However, foreigners shall write their names in their native language. (Newly established on Dec. 30, 2014)

12. "Sign" on electronic documents refers to the approval processed through the electronic approval/coordination system by the persons who drafted a document, reviewers, coordinators, or approvers. (Newly established on Dec. 30, 2014)

#### **Article 4 (Principle of Managing Administrative Affairs)**

Administrative affairs shall be managed such that ease, accuracy, promptness, and economic value are ensured.

#### **Article 5 (Allocation of Administrative Affairs)**

The manager of each handling department shall allocate administrative affairs by work unit to promote the efficiency of performing administrative work and to clarify responsibility; however, workload balance shall be maintained between staff. (Amended on Dec. 30, 2014)

#### **Article 6 (Transfer of Business)**

① In case of a need to transfer business owing to the reorganization, personnel appointment, or adjusted duty allocation, the staff concerned shall specifically and accurately transfer all tasks and report the results to his/her immediate supervisor. (Amended on Dec. 30, 2014 )

② Upon transferring business, the statement of business transfer [Attached Form No.1] shall be submitted to the person in charge of document in the Document Department. In such case, the approver of the Attached Form No.1 shall be the immediate supervisor of the transferrer. (Amended on Dec. 30, 2014)

## **Chapter 2 Document Control**

### **Article 7 (Types of Documents and Principles)**

Documents shall be classified into regulatory documents, public notice documents, maintained documents, and general documents.

1. Regulatory documents: documents regarding the Articles of Incorporation and other regulations written in the form of regulation using successive serial No. (Amended Dec. 30, 2014)

2. (Deleted)

3. Public notice documents: documents to inform school staff members as well as the general public of specified matters such as announcements and advertisement prepared using year-based serial No. (Amended on Dec. 30, 2014)

4. Maintained documents: documents that are used for administrative affairs while being maintained by the university after the specified matters recorded in the document maintenance registers or cards; they are prepared using the appropriate forms. (Amended on Dec. 30, 2014)

5. General documents: all documents other than Clause (1) - (4) which are prepared using Attached Form No.2

6. E-mail form: documents used by the president or heads of departments to inform school staff or related departments of specified matters regarding tasks, notices, and etc.; they are prepared using Attached Form No. 3. (Amended on Dec. 30, 2014)

### **Article 8 (Constitution of Documents and Effects)**

① A document shall be established by the approval of an approver in the form of a sign on the document. (Newly established on Dec. 30, 2014)

② A document shall take effect upon their arrival at the recipient. (Newly established on Dec. 30, 2014)

③ Notwithstanding the Clause 2, a public notice document shall take effect 5 days after it is notified unless specific effectuation period is indicated on the document. (Dec. 30, 2014)

### **Article 9 (General Matters in Preparing Documents)**

① Documents shall be written in Korean from left to right in accordance with language norms according to Clause 3, Article 3 of 「Framework Act on Korean Language」 ; However, documents may be written in other languages if necessary. (Amended on Dec. 30, 2014)

② Contents in documents shall be expressed briefly and clearly in an easy-to-understand manner avoiding the use of unfamiliar abbreviations and terminology. (Amended on Dec. 30, 2014)

③ Except in case of special reasons, Arabic numerals shall be used for any numbers in documents.

(Amended on Dec. 30, 2014)

④ Dates used in documents shall be written in numbers using a period instead of the spelled-out form of the year, month, and day. Hours and minutes shall be indicated in numbers based on the 24-hour system, using a colon between them instead of the spelled-out form of hours and minutes. However, these rules shall not be applied in case of a need to use other methods for special reasons. (Amended on Dec. 30, 2014)

⑤ Except in case of special reasons, the size of the paper used for documents shall be a rectangular sheet of 210mm × 297mm. (Amended on Dec. 30, 2014)

⑥ Except in case of special reasons, the color of the paper used for documents shall be white. (Amended on Dec. 30, 2014)

⑦ The paper shall have margins measuring 30mm from the top, 20mm on both left and right, and 15mm from the bottom. (Amended on Dec. 30, 2014)

⑧ The font used for documents shall be Gulim, and the font color shall be black or blue. However, other colors may be used if a special mark is necessary. (Newly established on Dec. 30, 2014)

### **Article 10 (Correcting Documents, etc.)**

① If part of a document is deleted or corrected, the person deleting or correcting the document shall draw 2 lines over the deleted or corrected part so that the original text can be viewed and sign or seal the deleted or corrected part. In case an important part is deleted or corrected, the person shall indicate the number of deleted or corrected letters in the available space on the document and sign or seal the part. If an enforcement letter is rectified, however, the relevant person shall indicate the number of rectified letters in the available space and affix an official seal over the marking. (Newly established on Dec. 30, 2014)

② In case of an electronic document, when processing it through the electronic approval/coordination system, the person approving the document shall correct the document or share the document with the person in charge so that he/she can correct it. If correction is necessary after the document is approved, however, correction shall be requested to an electronic document manager by submitting a relevant document. (Newly established on Dec. 30, 2014)

### **Article 11 (Putting a Seal between Pages)**

Any of the following documents consisting of 2 or more sheets shall have seals between the continuous pages of documents. If necessary, however, documents may be perforated instead of putting seals. In case of electronic documents, the seal between pages are omitted: (Amended on Dec. 30, 2014)

1. Documents requiring the clarification of relations between the front and rear parts of documents
2. Documents related to facts or legal relations
3. Documents related to permits/licenses and registration

### **Article 12 (Marking on Documents)**

① (Deleted)

② (Deleted)

③ (Deleted on Dec. 30, 2014)

④ If amounts are indicated in documents, Arabic numerals shall be used but the spelled-out forms of numbers and amounts shall be enclosed in Korean in parenthesis as follows:

(Example) KRW 101,000 (One hundred one thousand won / 금일십만일천원) (Amended on Dec. 30, 2014)

### **Article 13 (Composition of Documents)**

① A draft letter shall consist of the heading, text, and concluding part and other documents other than draft letter shall be prepared using the specified forms. (Newly established on Dec. 30, 2014)

② The heading: the heading is indicated according to the following items: (Amended on Dec. 30, 2014)

1. In the margin, the university's logo and promotional phrases may be indicated. (Amended on Dec. 30, 2014)

2. Internal approval: "Internal approval" is marked in the Recipient column. (Amended on Dec. 30, 2014)

3. Single recipient: the name of a recipient is indicated in the Recipient column, followed by the head of departments in charge in parenthesis. (Amended on Dec. 30, 2014)

4. Multiple recipients: it is marked as "Recipient reference" in the Recipient column of the heading; the name of recipients can be displayed in the Recipient column separately prepared on the next line of the Sender field in concluding part. (Amended on Dec. 30, 2014.)

③ Text: it consists of a subject, body, and attachment (in case that other forms are attached to the document). (Amended on Dec. 30, 2014)

1. "Attachment" mark: when attaching other forms in a document, space two lines from the end of the body, mark the 'Attachment' and indicate the title and quantity of the attachment. If there are more than two attachments, mark the items by classifying them according to Article 14. (Newly established on Dec. 30, 2014)

2. End mark: (Newly established on Dec. 30, 2014)

A. At the end of the text of a document, leave a single space and mark 'End'.

B. If there is an attachment, leave a single space from the end of the last line of 'Attachment' and mark 'End'.

C. If the contents of the document or the last line of 'Attachment' touches the right margin, 'End' marks shall be displayed in the next line after leaving a single space from the left margin.

D. When filling out a form such as a joint signature book and the entry is made up to the last column of the form, mark 'End' at the right end of the line below the last column of the form.

3. If the entry is made up to the middle of the form, mark 'left blank on purpose' at the following space of the last letter of the entry. (Newly established on Dec. 30, 2014)

④ Concluding part: it consists of the following items: (Newly established on Dec. 30, 2014)

1. The sender's name (Newly established on Dec. 30, 2014)

2. The position and signature of the person in charge, reviewer, approver, and coordinator (Newly established on Dec. 30, 2014)

3. Production registration number and enforcement date, receipt registration number and date of receipt (Newly established on Dec. 30, 2014)

4. The university's zip code, address, URL of the website, telephone number, fax number, official email address of faculty members, and classification of documents (opened or not). (Newly established on Dec. 30, 2014)

⑤ If a draft letter is prepared electronically, it shall be composed of the matters described in Clause 2 to 4, the signature mentioned in Item 2 of Clause 4 shall be substituted by an approval information form provided by the electronic approval/coordination system, and the matters specified in Item 3 of Clause 4 are omitted. (Newly established on Dec. 30, 2014)

⑥ When processing a document other than a draft letter through the electronic approval/coordination system, the approval information form provided by the electronic approval/coordination system shall replace the Approval field. (Newly established on Dec. 30, 2014)

## **Article 14 (Classification of Items)**

In case of a need to classify the details of documents into 2 or more items, such items shall be classified in order (in ascending order for numbers and in alphabetical order for Korean). From the upper item to lower item, they shall be classified in the order of 1., A., 1), A), (1), (A), ①, ②. However, special codes, such as □, ○, -, · may be used if necessary. (Amended on Dec. 30, 2014)

1. (Deleted on Dec. 30, 2014)

2. (Deleted on Dec. 30, 2014)

3. (Deleted on Dec. 30, 2014)

4. (Deleted on Dec. 30, 2014)

5. (Deleted on Dec. 30, 2014)

6. (Deleted on Dec. 30, 2014)

7. (Deleted on Dec. 30, 2014)

8. (Deleted on Dec. 30, 2014)

9. (Deleted on Dec. 30, 2014)

## **Article 15 (Deleted on Dec. 30, 2014)**

① (Deleted on Dec. 30, 2014)

② (Deleted on Dec. 30, 2014)

③ (Deleted on Dec. 30, 2014)

④ (Deleted)

## **Article 16 (Drafting Documents)**

① In principle, a document shall be drafted as an electronic document. However, if it is difficult to draft an electronic document due to the nature of the work, or if there are other special reasons, it may be prepared as a draft letter of Attached Form No. 2 (hereinafter referred to as "draft letter"). (Amended on Dec. 30, 2014)

② If there are other related forms, the contents can be entered in the related form. In this case, the simplified approval seal of Attached Table 1 can be stamped to approve and substitute the draft letter.

(Amended on Dec. 30, 2014)

### **Article 17 (Cooperation)**

① If the details of a draft are related to the business of other departments, discussions shall be held with the head of departments for purposes of cooperation prior to obtaining approval from the approver. (Amended on Dec. 30, 2014)

② If any difference in opinion arises during the discussions held with other departments pursuant to Clause 1, the details of such opinions shall be indicated in the document or in a separate sheet. (Amended on Dec. 30, 2014)

### **Article 18 (Indicating Preparers)**

(Deleted on Dec. 30, 2014)

### **Article 19 (Indicating Drafters, etc.)**

① In the case of the following documents, the ★ mark for the proposer (person who has instructed the drafting of the document or drafter in case he/she has personally drafted the document) and the ● mark for reporter (person who directly reports to the approver) shall be put before or above their title.: (Amended on Dec. 30, 2014)

1. Documents regarding important matters for which review and decision are required (Newly established on Dec. 30, 2014)

2. Documents proving factual or legal relations (Newly established on Dec. 30, 2014)

3. Other documents related to important matters (Newly established on Dec. 30, 2014)

② The drafter shall sign in the person in charge column, with the reviewer or coordinator indicating their positions and signatures in the relevant column. If the reviewer or the coordinator has comments, he/she shall write "(See Comments)" next to the indicated position and sign in the relevant column. In such case, the comments shall be placed at the end of the document text or on a separate sheet. (Amended on Dec. 30, 2014)

1. (Deleted on Dec. 30, 2014)

2. (Deleted on Dec. 30, 2014)

3. (Deleted on Dec. 30, 2014)

③ In case of electronic documents, comments are indicated by using the relevant function of the electronic approval/coordination system, and the indication described in Clause 2 can be omitted. (Amended on Dec. 30, 2014)

### **Article 20 (Approval)**

① Documents shall be approved by an approver. (Amended on Dec. 30, 2014)

② The date the approver signed on the document shall be indicated in the signature column for the approver. (Amended on Dec. 30, 2014)

③ The president shall decide the approvers pursuant to the approval delegation regulation depending on

the details of the business. In such case, the approver shall indicate "Arbitrary decision" in the relevant signature column when signing the document. (Amended on Dec. 30, 2014)

④ If the approver who can approve a document pursuant to Clause 1 is absent owing to leave, official trip, or other reasons, a deputy or an acting person in charge may act on behalf of the approver and documents containing important matters shall be reported afterward. (Amended on Dec. 30, 2014)

⑤ In case a deputy or an acting person in charge may act on behalf of the approver, "Vicarious Approval" shall be indicated in the signature column for the deputy approval after signing the document. (Newly established on Dec. 30, 2014)

⑥ An electronic document shall be approved by an approver through the electronic approval/coordination system. (Newly established on Dec. 30, 2014)

⑦ When approving an electronic document, the indication specified in Clause 3 shall be omitted. (Newly established on Dec. 30, 2014)

⑧ In principle, when approving an electronic system, matters described in Clause 4 and Clause 5 shall not be applied. (Newly established on Dec. 30, 2014) .

### **Article 21 (Indicating Arbitrary Approval, etc.)**

When a document is arbitrarily or vicariously approved pursuant to Clauses 2 and 3, Article 20, the arbitrary approver or acting person in charge shall mark "arbitrary approval" (month/date) or "vicarious approval" (month/date) above the signature column prior to signing. (Amended on Dec. 30, 2014)

### **Article 22 (Preparing Enforcement Letters)**

① Enforcement letters shall be executed after an official seal or a signature has been affixed on the sender's column of the approved documents. However, the sender's name shall not be indicated on an internal approval documents that don't need to be sent. (Amended on Dec. 30, 2014)

② (Deleted)

### **Article 23 (Registration of Documents)**

① Production registration numbers shall be assigned to documents according to the date of approval immediately after their approval; each Handling Department shall register the documents in the Records Register. (Amended on Dec. 30, 2014)

② In the case of an internally approved document, "Internal approval" shall be indicated in the recipient (sender) column of the Records register. (Amended on Dec. 30, 2014)

③ In case of electronic documents, no registration is required and the number assigned through the electronic approval/coordination process shall replace the production registration number. (Amended on Dec. 30, 2014)

### **Article 24 (Document Control)**

(Deleted)



## **Article 25 (Affixing Official Seal and Special Official Seal (Amended on Dec. 30, 2014))**

① The official seal shall be affixed on the enforcement letters and documents (including letters of appointment, letters of commendation, various certificates, etc.) dispatched outside the university in the name of the president. In such case, the official seal shall be affixed such that the last letter of the official seal title is at the center of the impression. (Amended on Dec. 30, 2014)

② The person in charge of the official seal at the Document Department shall affix the official seal on the documents specified in Clause 1 after entering the details in the official seal register of Attached Form No. 5. When a document is sent electronically, however, entering the details in the official seal register is omitted. (Amended on Dec. 30, 2014)

③ If a document requiring official seal is sent or delivered to a multiple number of recipients simultaneously, the impression of the official seal may be printed and used instead of stamping the official seal. However, if the official seal is difficult to print the official seal in its original size, it can be printed in reduced size. (Amended on Dec. 30, 2014)

④ The official seal shall be produced in accordance with the [Attached Table] of 「Rules on Official Seal of Educational Foundation and Private School. (Newly established on Dec. 30, 2014.)

## **Article 26 (Omitting Official Seals and/or Signatures)**

For documents dispatched within the campus in the name of the president or heads of departments, official seal and signatures may be omitted. In such case, [Official Seal Omitted] or [Signature Omitted] shall be indicated on the right side of the sender's name in the enforcement letter.

## **Article 27 (Dispatching Enforcement Letters)**

① Enforcement letters shall be sent by the document production department; in the case of paper documents, however, reproduced copies shall be sent.

② If an enforcement letter is sent to a multiple number of recipients, the enforcement letter can be written and enforced by indicating all the recipients. However, if necessary for the protection of the personal information of the recipient, the letter shall be written and enforced to each recipient. (Amended on Dec. 30, 2014)

## **Article 28 (Receiving and Handling Documents)**

① Documents shall be received by the Document Department. If the Handling Department directly receives a document, the Handling Department shall immediately transfer the document to the Document Department for a receipt. (Amended on Dec. 30, 2014)

② Upon receipt of a document, the receiving party shall enter the details of receipt or distribution in the Records Distribution Register of Attached Form No.6 and send the document to the Handling Department. (Amended on Dec. 30, 2014)

③ A person on duty receiving a document shall immediately transfer it to the Document Department after the next working day begins. (Amended on Dec. 30, 2014)

④ If a document distributed within the campus is received, the person receiving the document shall enter the name of the Handling Department, receipt number, and receipt date in the receipt column in the

concluding part, affixing a simplified approval seal on the right margin of the heading. However, if there is not enough blank on the right side of the heading, the simplified approval seal can be affixed on the right or other margins of the text. (Amended on Dec. 30, 2014)

⑤ When receiving a document sent within the campus, the procedure specified in Clause 4 shall be omitted. (Newly established on Dec. 30, 2014)

## **Article 29 (Recording Dispatch or Receipt)**

The Document Department shall maintain Records Distribution Register and Records Register, and the Handling Department shall maintain Records Register in order to record matters related to the registration, receipt, and dispatch of documents. In case printed matters are distributed or received, however, this provision shall not apply. If necessary, a distribution table may be made and used. (Amended on Dec. 30, 2014)

## **Article 30 (Filing Documents)**

① Processed documents shall be filed in the document maintenance files prepared using Attached Form No. 7 according to the date of completion, with the latest document placed on top. If multiple documents are internally related to each other, they shall be filed according to the order of occurrence, progress, and completion when the final document has been processed/completed, with the finally completed related matters with the latest document placed on top; all of these documents shall be treated as one case. (Amended on Dec. 30, 2014)

② The maximum number of pages making up a document to be filed shall be 200 as a standard. However, it the number of pages of a document can be adjusted if necessary. (Amended on Dec. 30, 2014)

③ Document files shall be created by function and by storage period. If creating files by function is inappropriate because of the small number of documents belonging to the same function, however, documents may be created by storage period, with the functions integrated into the upper group. (Amended on Dec. 30, 2014)

④ If it is impossible to file all documents in one file owing to the large volume of documents belonging to the same function, documents may be filed as several files. (Amended on Dec. 30, 2014)

⑤ The page numbers of the documents in files shall be indicated in serial numbers on the lower left side of the document; however, numbers shall be written from bottom to top. In such case, the first number shall denote the number of document cases, and the last number, the number of pages. (Example) 1-5, 2-10, 3-15, ..., 20-200 (Amended on Dec. 30, 2014)

⑥ The index of documents shall be entered by individual document unit in the index prepared using Attached Form No. 8. If there are many cases of processed or completed documents filed under the same subject, however, they may be divided into processed documents and completed documents, with the details entered for each unit. (Amended on Dec. 30, 2014.)

⑦ In case of electronic documents, separate document files may not be required. The following documents, however, shall be filed in accordance with Clause 1 to 6. (Newly established on Dec. 30, 2014)

1. Documents that fall under the category mentioned in Item 1 to 3, Clause 1, Article 31 (Newly established on Dec. 30, 2014)

2. Documents deemed necessary by a head of the department (Newly established on Dec. 30, 2014)

### **Article 31 (Document Storage Period)**

① The document storage period shall be classified into 6 types: permanent, semi-permanent, 10 years, 5 years, 3 years, and 1 year. The standard for deciding the storage period by document type is as follows and detailed matters shall be prescribed separately:

1. Permanent documents pertain to those requiring permanent storage period owing to their characteristics. They shall be photographed in micro film, and both originals and films shall be kept

A. Documents carrying important historical values vis-a-vis the establishment and advancement of the school

B. Original documents related to office organization and permits/licenses

C. Documents requiring permanent storage from among the documents on important policy subjects to deliberation by the Board of Directors

D. Other documents requiring permanent storage for future evidence or reference

2. Semi-permanent documents refer to the following documents that need not be stored permanently but whose storage period should be more than 10 years owing to their characteristics. (Amended on Dec. 30, 2014)

A. Documents requiring semi-permanent storage from among the important policy documents subject to the resolutions of the Academic Affairs Committee

B. Original documents related to the establishment, amendment, and rescission of regulations

C. Original documents related to the interpretation of laws or instructions given by the Ministry of Education

D. Documents that need not be stored permanently but whose storage period should be more than 10 years

3. The following documents require a 10-year storage period:

A. Documents related to the plans, guidelines, surveys, researches, and reports of major policies and systems.

B. Documents other than (semi-)permanent documents but will serve as evidence or reference for a long period of time in the future

4. The following documents require a 5-year storage period:

A. Documents related to general business planning and audits

B. Documents that will serve as evidence or reference for a specified period in the future

5. The following documents require a 3-year storage period:

A. Documents related to simple business handling and issuance of certificates

B. Documents that will be used as reference for a considerable period in the future

6. The following documents require a 1-year storage period:

A. Instruction documents related to routine business handling including daily orders

B. Documents related to communications and notices between departments

② The date of calculating the start of the document storage period shall be January 1 of the year after

that when the relevant document was processed/completed (or the latest document that finally completes the requirements of documents in the case of documents forming 1 case).

③ The head of Document Department shall annually examine the storage period of the documents maintained by the university to determine if any change is needed and shall extend or shorten the storage period if necessary. (Amended on Dec. 30, 2014)

### **Article 32 (Keeping and Storing Documents)**

① Documents shall be kept by the Handling Department for 10 years from the start of the storage period. (Amended on Dec. 30, 2014)

② The documents kept for 10 years by each Handling Department shall be transferred to the Document Department where they shall be stored until the storage period expires. (Amended on Dec. 30, 2014)

③ Documents shall be kept in appropriate document boxes (file cabinets or their equivalent). However, documents maintained by the Document Department shall be stored in a document archive. In such case, documents may be arranged and stored in bookshelves. (Amended on Dec. 30, 2014.)

④ To facilitate the search for documents stored pursuant to Clause 3, document index cards prepared using Attached Form No. 9 shall be placed on the file cabinets, etc. (Amended on Dec. 30, 2014)

⑤ Documents uncompleted as 1 case of documents shall be temporarily filed as 1 case in the document file until the document is processed/completed; the title of the function shall be entered by business unit to facilitate the search for documents. (Amended on Dec. 30, 2014)

⑥ Except in case of special reasons, documents shall be kept by production department, storing institution, production year, and classification number. To check the status of the documents in storage, the Document Department and the Handling Department shall each maintain Stored Document Register (Attached Form No. 10). The document register shall be prepared separately for documents requiring a storage period of 10 years or less and for permanent and semi-permanent documents. (Amended on Dec. 30, 2014.)

⑦ The heads of the Document Department and the Handling Department shall compare the Document Register against the documents in storage at least once a year to verify the status of storage and take necessary actions to prevent the deterioration of the documents in storage by maintaining adequate temperature and humidity and through disinfection. (Amended on Dec. 30, 2014)

### **Article 33 (Keeping and Storing Special Size Documents)**

If it is difficult to file attachments to the document files, those documents may be filed separately after recording related details in the Special Size Document Register of Attached Form No. 11. In such case, the special size documents indication of Attached Table 2 shall be marked on the appropriate space of the document surface with the document control number; special size document control numbers shall be indicated on the right side of the attachment markings of the documents. (Amended on Dec. 30, 2014)

### **Article 34 (Transfer of Documents in Storage)**

① When documents are transferred as stored documents pursuant to Article 32, the transferrer shall prepare 2 copies of the Statement of Document Transfer of Attached Form No. 12 and keep one copy after obtaining the signature or seal of the transferee, and transfer the other copy along with the

documents being transferred. (Amended on Dec. 30, 2014)

② The Handling Department shall copy the index of the documents being transferred and prepare and keep an index file of the transferred documents. (Amended on Dec. 30, 2014)

### **Article 35 (Lending Documents)**

Documents stored in the Document Department may be borrowed for a period of not more than 7 days. (Newly established on Dec. 30, 2014)

① (Deleted on Dec. 30, 2014)

② (Deleted on Dec. 30, 2014)

### **Article 36 (Discarding Documents)**

① Documents shall be discarded when the storage period expires. In such case, if the storage period of a document is 10 years, a prior discussion shall be held with the head of the department transferring the documents. (Amended on Dec. 30, 2014)

② In case documents are discarded pursuant to Clause 1, the head of Document Department shall record related details in the Stored Document Register and Special Document Register. (Amended on Dec. 30, 2014)

### **Article 37 (Arranging Documents)**

The heads of each Handling Department shall arrange documents on a regular basis for a period of 10 or more days between February and March of each year. (Amended on Dec. 30, 2014)

### **Article 38 (Business Cooperation)**

① (Deleted on Dec. 30, 2014)

② The institution requesting for business cooperation through a meeting may record the minutes of the meeting using Attached Form No. 14. (Amended on Dec. 30, 2014)

## **Chapter 3 Form Management**

### **Article 39 (Creation of Forms)**

If a document used at the university repeatedly over a long period of time and can be standardized, such document shall be standardized into a specified form to facilitate use except in case of special reasons. (Amended on Dec. 30, 2014.)

### **Article 40 (Types of Forms)**

Forms shall be classified into report forms, civil petition forms, card forms, register forms, and general forms.

1. Report forms refer to the forms used to enter the details of a report.
2. Civil petition forms pertain to the forms used to submit civil petitions to the university.
3. Card forms refer to the forms of cards that are maintained and used.
4. Register forms pertain to the forms used for the maintained register and maintained books.
5. General forms refer to forms other than those described in Clauses 1~4 above. (Amended on Dec. 30, 2014)
6. When preparing an electronic form for electronic approval, it shall be prepared in accordance with the forms described in Clause 1 to Clause 5 except in case of special reasons. (Newly established on Dec. 30, 2014)

#### **Article 41 (General Principle of Designing Forms)**

- ① Forms shall be designed with a balanced font size, spaces between items, and column sizes such that the entry shall be easily recognized. (Amended on Dec. 30, 2014)
- ② Forms shall be created by using easy-to-understand terms, without containing unnecessary or underused items. (Amended on Dec. 30, 2014)
- ③ The university's logo, symbol, and promotional phrases shall be indicated in forms to enhance the university's image. (Amended on Dec. 30, 2014)
- ④ The size of the paper used for the forms shall be 210mm x 297mm; however, appropriate sizes may be used in case of special reasons. (Newly established on Dec. 30, 2014)
- ⑤ Except in case of special reasons, forms shall not accompany any separate draft or enforcement letter. To use forms as a draft or an enforcement letter, they shall contain columns for the production registration number, receipt registration number, and recipient, etc. (Amended on Dec. 30, 2014)
- ⑥ Except in case of special reasons, forms shall be designed to fit the specifications of the standard and multi-functional office machines to facilitate computerization and automation. (Amended on Dec. 30, 2014)

### **Chapter 4 Supplementary Rules**

#### **Article 42 (Training on Office Management)**

The head of Document Department may provide training for enhancing the efficiency of administrative affairs. (Amended on Dec. 30, 2014)

#### Article 43 (Detailed Matters)

The president may prescribe detailed matters related to office management.

#### Article 44 (Application)

Matters other than those stipulated in this regulation shall be governed by related laws or regulations.

**ADDENDUM**

This regulation shall enter into force as of June 1, 1995.

**ADDENDUM**

This regulation shall enter into force as of November 14, 2002.

**ADDENDUM**

This regulation shall enter into force as of February 28, 2005.

**ADDENDUM**

This regulation shall enter into force as of December 21, 2005.

**ADDENDUM**

This regulation shall enter into force as of September 1, 2010.

**ADDENDUM**

This regulation shall enter into force as of January 1, 2015.

[Attached Table 1]

2.5cm	Person in Charge						Date of Approval

1.5cm

(\* The number of columns for the position title and approval may be adjusted to fit the requirements of each department.)

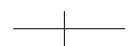
[Attached Table 2]

Special Size Document Control Number	
Document Number	
Storage Period	

2.5cm

2cm

3cm





사무 인계 · 인수서  
**Statement of Business  
Transfer**

◆ 관련근거 : 『○○인사발령 제○호』 (시행문의 생산등록번호)

◆ Basis: 『○○ Letter of Personnel Appointment No. ○』 (Production registration number of enforcement letter)

- 차례 -

-Table of Contents -

1. 소관 업무 현황
  1. Status of business in charge
  2. 인력 현황
  2. Status of manpower
  3. 담당자별 업무 분장
  3. Job allocation by persons in charge
  4. 주요업무계획서
  4. Major business plans
  5. 주요업무 진행 현황
  5. Progress of major business
  6. 애로 및 건의사항
  6. Problems and recommendations
- ※ 첨부
- ※ Attachments
- 1.
  - 2.

※ PC에 저장된 직무상 관련된 자료는 인수자에게 인계 후 삭제하였음 (삽입)

위와 같이 인계 · 인수합니다.

※ The business related data stored in PC have been deleted after they  
were transferred to the transferee. (Inserted)

Business has been transferred and received as above.

년      월      일

Date (MM/DD/YYYY):

인 계 자      Transferred by      :

인 수 자      Received by      :

확 인 자      Confirmed by      :

[Attached Form No. 2]

기안문 및 시행문 통합서식

## Draft and Enforcement Letter Combination Form



한 동 대 학 교

**Handong Global University**

수신자

**To:**

(경유)

(via)

제 목

**Subject:**

---

한 동 대 학 교 총 장

**President of Handong Global University**

수신자

To

★◎									
담당자	전결00/00		Approved						
Person in charge	서명	팀장	서명	처장	서명	총장	서명		
	Sign	Team Manager	Sign	Dean	Sign	President	Sign		
협조자	직위	서명	직위	서명	직위	서명	직위	서명	
Cooperator	Position	Sign	Position	Sign	Position	Sign	Position	Sign	
시행	부서명	- 일련번호(시행일자)			접수	처리과명	-일련번호(접수일자)		
Enforcement	Name of department	- Serial numbers (Enforcement Day)			Received	Name of Handling Department	- Serial numbers (Date of receipt)		
우편번호	경북 포항시 북구 흥해읍 남송리 3번지								
Zip code	3 Namsong-ri, Heunghae-eup, Buk-gu, Pohang-si, / www.handong.edu								
791-708	Gyeongbuk								
전화	(054) 260-	전 송	(054) 260-	/	@handong.edu	/	공개구분		
Telephone		Fax					Classification		

**<How to prepare>** (This column is not included in the form.)

- ※ The paper shall have margins measuring 30mm from the top, 20mm on both left and right, and 15mm from the bottom. The spacing between lines shall be 160% as a standard. However, the spacing may be adjusted according to the volume of documents.
- ※ The font used for documents shall be Gul-lim 11 pt, and the font color shall be black or blue. However, other colors may be used if necessary to draw or correct diagrams or to draw attention.
- ※ "Sign" refers to an act wherein the persons in charge, reviewers, approvers, coordinators, and/or senders of a document autographically mark their names on the document in Korean so that other persons can recognize them.

1. Name of institution: Enter the name of the school.
2. To: Enter the receiver's name or the receiver's code in the receiver column first followed by the position of the handling person enclosed in parenthesis. If the position of the handling person is unclear, "Manager in charge of ○○" shall be written in ( ). If there are many receivers, thereby using up the space for the text and causing difficulty in understanding the details in the first page, indicate "See Distribution" in the receiver column of the heading. The receiver line shall be created on the left basic line below the name of the sender where the receiver names or receiver codes shall be indicated.
3. Subject: Indicate the subjects briefly and clearly so that the contents of the documents can be easily read.
4. Name of the sender: For documents being dispatched, enter the name of the sender (president or head of department). However, the name of the sender may be omitted in the case of documents "internally approved" within the campus.
5. Positions and signatures of the person in charge, reviewers, and approvers: Do not use the words "person in charge, reviewers, or approvers"; instead, write the positions of the person in charge, reviewers, and approvers and sign. Write the position of the head of department briefly.
6. Location of indication of arbitrary approval and signature: If any matter whose approval authority is delegated is to be approved, do not provide a signature block for the department head; instead, indicate "Arbitrary Approval (month/day)" above the signature block of the approver before signing.
7. Location of indication of vicarious approval and signature: In case an approval authority delegated the matter to be approved, do not provide a signature block for the department head; instead, indicate "Arbitrary Approval (month/day)" above the signature block of the approver first and "Vicarious Approval (month/day)" above the signature block of the vicarious approver and sign. If any matter that is not subject to the delegation of approval authority is to be vicariously approved, do not provide a signature block for the department head; instead, sign the document after indicating "Vicarious Approval (Month/day)" above the signature block of the vicarious approver.
8. Indicate the proposer (★) (person who has instructed the drafting of the document or drafter in case he/she has personally drafted the document) and the reporter (●) (person who directly reports to the approver) above the position.
9. Signature (position) of the cooperator: Indicate the word "Cooperator," write the position, and sign.
10. Name of enforcing department-serial number (enforcement date) and name of receiving and handling department-serial number (date of receipt): Enter the name of the department, annual serial number, and enforcement date in the enforcement column and name of the handling department, annual serial number, and date of receipt in the receipt column. Enter the year/month/day in yyyy.mm.dd format in the enforcement and receipt date columns. If necessary in the case of civil petition documents, however, enter even the hour and minutes in the enforcement date and receipt date columns.
11. Zip code and address: Enter the address after the zip code.
12. URL of website: Enter the URL of the school's official website.
13. Telephone and fax: Enter the telephone numbers and fax numbers and area codes in ( ).
14. Official email address of school staff: Enter the email addresses assigned to the school staff by the school.

15. Classification: Classify into Open, Partially open, and Closed.

16. Indication of omission of official seal and signature: Indicate [official seal omitted] or [signature omitted] on the right side of the sender name.

[Attached Form No. 3]

## 전자문서(E-mail) 서식

### **E-mail Form**

시    행 : 부서명 - 일련번호(시행일자)

Enforcement : Name of department - serial numbers (Enforcement date)

수 신 자 :

To:

제    목 : [부서명]

Subject: [Name of department]

---

발    신    명    의[서명생략]

**Name of sender [signature omitted]**

# 기록물 등록대장

## Records Register

[연도 :                    ]

[Year :                    ]

등록 구분 Registr ation type	생산(접수) 등록일자 Production (Receipt) registration date	생산(접수) 등록번호 Production (Receipt) registration number	제    목 Subject	쪽수 No. of pages	결재권자 Approver	기    안    자 (업무담당자) Drafter (Person in charge)	수신(발신)자 Receiver(sen der)	문서과 배부번호 Document Department Distribution No.
①	②	③	④	⑤	⑥	⑦	⑧	⑨

① 등록구분 : 기록물의 등록종류 (일반문서의 1. 내부결재 2. 발송 3. 접수)를 선택하여 기입한다.

① Registration type : Select and enter the registration types of the records (1. Internal Approval 2. Dispatch 3. Receipt of general documents).

② 생산(접수)등록일자 : 생산 또는 접수 기록물의 등록일자를 기입한다. 다만, 민원문서등 시·분  
까지 기입이 필요한 경우에는 시·분까지 기입한다.

② Production (Receipt) registration date : Enter the registration dates of the produced or  
received records. However, if it is necessary in the  
case of civil petition documents, enter hour and  
minutes.

③ 생산(접수)등록번호 : 처리과명과 연도별 일련번호를 기입한다.

③ Production (Receipt) registration number : Enter the name of Handling Department and  
annual serial numbers.

④ 제    목 : 기록물의 제목을 기입한다.

④ Subject : Enter the subject of the document.

⑤ 쪽    수 : 기록물의 총쪽수(첨부물의 쪽수까지 포함된 총쪽수)를 기입한다.

⑤ No. of pages : Enter the total number of pages (including the pages of the attachments).

⑥ 결재권자 : 결재권자의 직위 명칭을 기입한다.

⑥ Approver : Enter the position title of the approver.

⑦ 기안자(업무담당자) : 생산문서의 경우에는 기안자의 성명을, 접수문서의 경우에는 해당 업무담  
당자의 성명을 기입한다.

⑦ Drafter(Person in charge) : Enter the name of the drafter in the case of produced  
documents, or the name of the person in charge in the case of  
the received documents.

⑧ 수신(발신)자 : 수신자는 기관의 명칭을, 발신자는 기관의 장의 직위를 기입한다.

⑧ Receiver(sender) : Enter the name of institution in the receiver column, and the position title  
of the Institution head in the sender column.



- ⑨ 문서과 배부번호 : 문서과에서 접수하여 배부한 경우에는 문서과의 기록물배부대장에 기재된 해당 기록물의 배부번호를 기입한다.
- ⑨ Document Department distribution no. : If a document is received and distributed by the Document Department, enter the distribution number of the document entered in the Records Distribution Register.

[Attached Form No. 5]

# 직 인 날 인 대 장

## Seal Register

[연도 :                    ]

[Year :                    ]

일련 번호 Serial number	시행일자 Enforcement date	수 신 자 Receiver	제 목 Subject	생산등록번호 Production registration number	쪽 수 Number of pages
①	②	③	④	⑤	⑥

- ① 일련번호 : 일련번호를 기입한다.  
① Serial numbers : Enter serial numbers.
- ② 시행일자 : 기록물의 시행일자를 기입한다.  
② Enforcement date : Enter the enforcement date of the document.
- ③ 수 신 자 : 기관의 명칭을, 발신자는 기관의 장의 직위를 기입한다.  
③ To: Enter the name of institution, and enter the position of the head of Institution in the sender column.
- ④ 제 목 : 기록물의 제목을 기입한다.  
④ Subject: Enter the subject of the document.
- ⑤ 생산등록번호 : 기록물의 생산등록번호를 기입한다.  
⑤ Production registration number : Enter the production registration number of the document.
- ⑥ 쪽 수 : 기록물의 총쪽수(첨부물의 쪽수까지 포함된 총쪽수)를 기입한다.  
⑥ Number of pages : Enter the total number of pages (including the pages of the enclosed documents).

# 기록물 배부 대장

## Records Distribution Register

[연도 :                    ]

[Year :                    ]

접 수 사 항 Receipt				배 부 사 항 Distribution		
접수번호 Receipt number	접수일자 Date of receipt	생산기관 등록번호 Producer registration number	제 목 Subject	배부일자 Distribution date	처리과명 Name of Handling Department	인 수 자 Receiver
①	②	③	④	⑤	⑥	⑦

- ① 접수번호 : 일련번호를 기입한다.
- ① Receipt number : Enter serial numbers.
- ② 접수일자 : 문서과에서 해당 기록물을 접수한 일자를 기입한다. 다만, 민원문서 등 시·분까지 기입이 필요한 경우에는 시·분까지 기입한다.
- ② Date of receipt : Enter the date the document is received by the Document Department.  
However, if it is necessary in the case of civil petition documents, enter hour and minutes.
- ③ 생산기관 등록번호 : 접수된 기록물에 표시되어 있는 생산기관에서 부여한 생산등록번호를 기입한다.
- ③ Producer registration number : Enter the production registration number assigned by the producer shown in the received document.
- ④ 제 목 : 접수한 기록물의 제목을 기입한다.
- ④ Subject: Enter the subject of the document received.
- ⑤ 배부일자 : 일당 기록물을 처리과로 배부한 일자를 기입한다.
- ⑤ Distribution date : Enter the date when the document are distributed to the Handling Department.
- ⑥ 처리과명 : 해당 기록물을 받은 처리과명을 기입한다.
- ⑥ Name of Handling Department : Enter the name of the Handling Department that received the document.
- ⑦ 인 수 자 : 해당 기록물을 인수한 사람의 성명을 기입한다.
- ⑦ Receiver : Enter the name of the person who has received the document.

## Document File

Classification Number		Production Number		Storage Period	
Subject: Date of expiration of storage period ( . . . ended)					

(Print on the back)

<Print index shown at the back of Attached Form No. 9>

	Control number	
—	Production year	
		Subject
—	Storage period	
—	Classification number	
Subject		
		Production year
		Name of department
—	Name of department	



## File Index

File Box Number					
Serial Number	Storage Period	Production Year	Classification Number	Filename (quantity)	Remarks

※ Example of file box markings: If the file number is 5/1, 5 denotes the file box number, and 1, the drawer number.











# 회 의 례

## Minutes

1. 회의명 :

1. Name of meeting :

2. 일시 : . . . ( ) : ~ :

2. Date and time : . . . ( ) : ~ :

3. 장소 :

3. Place :

4. 의안 :

4. Item of agenda :

5. 토의내용 :

5. Details of discussion :

6. 합의사항 :

6. Agreement reached :

7. 건의사항 :

7. Recommendations :

8. 참석현황 : 대상자 총           명(참석자 :       명, 불참자 :       명)

8. Participation : Total number of prospective participants (Present :     \_\_\_ persons, Absent :  
\_\_\_ persons

◆ 참석자 명단(직위,성명)

◆ 불참자 명단(직위,성명)

◆ List of participants (Position and Name)

◆ List of absentees (Position and Name)

-

-

-

-

-

-

9. 작성자

9. Prepared by:

- 소속 :

직위 :

성명 :

- Department :

Position :

Name :