

Regulations on Documentation

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 Amended Mar. 28, 1987
 Amended Aug. 30, 1989
 Amended Aug. 1, 2004
 Amended Mar. 1, 2007
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Chapter 1 General Provisions

Article 1 (Purpose) These regulations ensure the efficient processing and unification of documents by stipulating matters concerning the preparation, processing, control, retention, and preservation of documents of Pohang University of Science and Technology (hereinafter referred to as “the University”).

Article 2 (Definition of Terms) The terms used in these regulations shall be defined as followed:

1. "Official document" refers to documents (including drawings, photographs, disks, tapes, films, slides, electronic documents and other special media records; the same shall apply hereinafter) that are prepared or enforced in the course of carrying out official duties for internal, inter-departmental or external purposes as well as any and all documents received by the University.
2. "Electronic document" refers to documents that are prepared, sent, received, or saved in electronic form by devices with information processing capability such as computer.
3. "Signature" refers to the name of a drafter, a supporter, a decision maker, or a sender on official documents (except electronic documents) signed in his/her own hand in Korean alphabet so that others can recognize the name.
4. "Electronic document signature" refers to the name of a drafter, a supporter, a decision maker, or a sender that is displayed on electronic documents in the form of electronic letters as automatically created by means of electronic combination
5. "Electronic image signature" refers to the name of a drafter, a supporter, a decision maker, or a sender that is displayed on electronic documents in the form of electronic image
6. "Electronic image official seal" refers to an official seal whose image is input into a device with information processing capability such as computer; it is used in the form of an electronic image. (Amended March 1, 2007)
7. "Electronic documentation system" refers to a system wherein documents are processed electronically from draft to review, support, and approval, to registration, implementation and classification, to compilation, retention, preservation, and transfer, to receipt, distribution, public notice, and search and utilization, etc.

Article 3 (Application Scope) ① Except matters that are specially determined by applicable laws or other regulations, documents shall be prepared and processed as set forth in these regulations.

② The preparation and processing of confidential documents shall be subject to the security-related regulations as well as the application of these regulations.

Article 4 (Type of Documents) Documents are divided into administrative documents and research documents.

1. Administrative documents (hereinafter referred to as “documents”) are the documents necessary for the general administration of the university, which are further divided into regulation documents, public announcement documents, and general documents.
 - A. Regulation documents: Documents prepared in the form of legal provisions such as regulations, rules, guides, etc.
 - B. School register documents: Documents containing the school register and academic performance of attending students, enrolled students and graduates, and other matters related to the school register
 - C. Public announcement documents: Documents for informing university members of certain matters such as public announcements or notices, etc.
 - D. General documents: Documents other than regulation- or public announcement documents
 - 1) Outgoing documents: Documents that are sent outside by the university
 - 2) Incoming documents: Document received by the university from the outside

- 3) General documents: Documents other than any of the above
2. Research documents refer to documents concerning planning, recording and reporting of various surveys, researches, experiments, and analyses (hereinafter referred to as “research”) performed by the University; these are further divided into the following:
 - A. Research proposal: A written plan for a research project conducted by the University
 - B. Research report: A written report for a research project conducted by the University such as progress report, interim report, and final report
 - C. Matters concerning the management of research documents shall be stipulated separately.

Article 5 (Establishment and Effect of Documents) ① A document is established only after it is signed (including electronic document signature and electronic image signature; the same shall apply hereinafter) for approval.

② A document becomes effective only when the document reaches the receiver (An electronic document must be recorded in the receiver’s computer file).

Article 6 (Responsibility for Documents) The president shall assume overall responsibility for any and all documents that are prepared and enforced within the University; however, a department head shall also be responsible for a matter delegated to him/her in accordance with the guidelines on discretionary decisions.

Chapter 2 Preparation and Processing of Documents

Section 1 Preparation of Documents

Article 7 (Color of Paper and Others) ① Except for special cases, the color of the paper used for documents shall be white.

② Except for special cases, the size of the paper used for documents shall be 201 mm wide and 297 mm long.

③ Documents must have top, left, right, and bottom margins of 30 mm, 20 mm, and 15 mm, respectively.

④ The color of letters used for documents shall be either black or blue. However, different colors may be used when special marking is required such as drawing a chart, modifying the content or calling readers’ attention, etc.

Article 8 (General Principles of Document Preparation) ① Documents shall be written in Korean alphabet and worded clearly and simply. Chinese characters or other foreign languages may be used in parentheses as needed to convey correct meaning. Documents shall be written horizontally except for special cases.

② Except for special cases, Arabic numbers shall be used in documents.

③ When writing down a date in documents, Arabic numbers shall be used without letters indicating the year, month, and day; instead, periods are used in places of the letters to separate the numbers from one another..

④ For clock time, Arabic numbers shall be used based on a 24-hour clock without letters indicating the hour and minute; instead, a colon shall be used to separate the numbers from each other. However, this shall not apply to special cases.

Article 9 (Modification of Documents) When part of a document is deleted or modified, the part or parts where such deletion or modification has been made must be signed or sealed. If an electronic document cannot be modified as specified above in these regulations, however, the entire electronic document containing the revision should be rewritten and executed after obtaining approval. The original electronic document prior to the revision must be preserved if deemed necessary by the drafter or the decision maker.

Article 10 (Page Number) ① A page number shall be marked at the bottom center, whereas the page number in the sequence of bound documents shall be marked at the bottom right. For an important document with two or more pages wherein the context of each page is considered critical, the entire number of pages of the document shall be marked along with an ordinal page number and both numbers shall be linked by hyphen (-); for the page number in the sequence of bound documents, only an ordinal page number shall be marked from the first page of the bound documents.

② A page number of a document shall be marked in descending order; if both sides have been used, they must be marked in sequence. Page numbers in the sequence of bound documents shall start from the main text excluding the cover and index pages.

③ If bound documents are divided into two or more files, the page number for the second and subsequent files shall start with the next ordinal number after the last one of the previous file wherein the cover and index pages shall be excluded from page numbering.

④ A pencil shall be initially used for page numbering in the sequence of bound documents and ink, etc. shall be used after the arrangement of archives is completed.

Article 11 (Seal of Document) Any document consisting of two or more pages and falling under any of the following shall be seal-stamped at the joining of a page and the contiguous page:

1. Documents wherein the context is considered critical
2. Documents related to factual or legal evidence
3. Documents related to permission, authorization, or registration

Article 12 (Section Marks) ① If the contents of a document need to be divided into two or more sections, each section should be marked as follows:

1. The first group of sections is marked with 1., 2., 3., 4.,.....
2. The second group of sections is marked with A., B., C., D.,.....
3. The third group of sections is marked with 1), 2), 3), 4),.....
4. The fourth group of sections is marked with A), B), C), D),.....
5. The fifth group of sections is marked with (1), (2), (3), (4),.....
6. The sixth group of sections is marked with (A), (B), (C), (D),.....
7. The seventh group of sections is marked with ①, ②, ③, ④,.....
8. The eighth group of sections is marked with a, b, c, d,.....
9. For Items 2, 4, 6, and 8, after Z, Z), (Z), and z are used, subsequent sections are marked with AA., AA), (AA), <AA>, and BB., BB), (BB), <BB>.

② In each section, a period (·) is used right after the section mark and the first sentence begins after a space. When a line is changed in a same sentence, the next line starts from the left margin. However, a period (·) is not used after a section mark enclosed in parenthesis.

Article 13 (End Mark) ① Where the main text of a document ends, “end” must be written after a space. If there is an attachment, the description for the attachment is written and “end” is marked after a space.

② If the main text or the description for attachment ends at the right margin, “end” must be marked after leaving a space from the left margin on the next line.

③ If the box is filled to the last space on the forms such as a joint signature list, etc, “end” is marked after leaving a space from the left margin below the box. If the box is not filled to the last space, “end” is not marked as set forth in Clause ①. Instead “nothing follows” must be marked in the space right next to the last letter.

Article 14 (Organization of Document) ① A draft document and an implementation document shall consist of head, body, and foot. However, electronic documents may consist of head, body, foot, and attachment or only title part and body part, in which case the title part consists of head, title of the text, and foot; the body part consists of title, content, and attachment.

1. The head shall consist of the name of administrative organization and recipient.
2. The body shall consist of title, content, and attachment. However, the body of an electronic document may consist of title and content instead.
3. The foot shall include sender’s name; titles or positions and signatures (including electronic document signature and electronic image signature; the same shall apply hereinafter) of a drafter, a supporter, and a decision maker; document registration number and implementation date; receipt registration number and receipt date; zip code, address, website URL, phone number, fax number, email address of administrative organization; and publication code.

② The document registration number and receipt registration number pursuant to Clause 1, Item 3 of these regulations shall be governed by Article 10 of the Enforcement Ordinances of Public Records Management

Act.

③ In the head, receiver's name or code shall be written in the space for receiver and the position of support- or subordinate organization processing the document enclosed in parenthesis. If the position of support- or subordinate organization is not evident, "Manager in charge of XXX" shall be indicated instead. If the content of the body is not easily understood in the first page since there are too many receivers indicated and the space for body is reduced accordingly, "Refer to receivers" shall be indicated in the space for receiver of the head while a separate space is created at the left margin right below the space for sender of the foot; The receivers' names or codes shall be indicated in the created space.

④ For a title shall simple and clear words be used so that the contents of a document may be easily understood. Simple and easy-to-understand words shall be used for the message that a document intends to convey. Except for a newsletter, a document must not include more than one topic.

Article 15 (Classification Code and Document Number) Department names in the current organizational structure of the university shall be used as classification code for documents; document numbers shall be assigned sequentially in order of the time the document was created.

1. Department preparing the document: Department name – Serial number (date of implementation)
General Affairs and Safety – 0001 (July 1, 2004)
2. Department receiving the document: Department name – Serial number (date of receipt)
General Affairs and Safety– 0001 (July 1, 2004)

Article 16 (Carbon Copy) A carbon copy shall be sent to the subordinate head of the agency that receives and processes a document.

Article 17 (Outgoing Documents) ① Before a document is sent out, the official seal shall be stamped on it so that the last letter of the name of the organization sending the document may be placed at the center of the official seal.

② An electronic document shall be sent out after the electronic image official seal is stamped by a person of the corresponding department in charge of incoming and outgoing documents. (Amended March 1, 2007)

③ If a document is printed or copied for several different departments or is considered relatively unimportant, "official seal not stamped" must be marked on the right side of the sender's name in the draft – and implementation documents

Section 2 Receipt and Distribution of Documents

Article 18 (Receipt) ① Any and all documents received by the University must be registered to the archive register pursuant to the Enforcement Ordinances of Public Records Management Act by the General Affairs and Safety Team.

② Except for special cases, a seal of receipt must be stamped on the right blank of the head.

③ If a document is received by a person on duty, it must be transferred to the General Affairs and Safety Team without delay at the start of the following business day.

④ If a document whose retention period is more than three years is received by fax, the document must be photocopied and the original incoming document shall be discarded.

Article 19 (Distribution) ① The General Affairs and Safety Team shall distribute received documents to the corresponding departments promptly. Urgent documents or civil complaint documents shall be distributed preferentially.

② If a document concerns two or more departments, it shall be sent to the department deemed more closely related to the document.

③ If a document has been mistakenly sent to a wrong department by the General Affairs and Safety Team, the receiving department must return it to the General Affairs and Safety Team without delay, which in turn must send the document immediately to a department designated by the Director of the Team for processing.

④ If a document does not concern the receiving department, it must be immediately sent to the General Affairs and Safety Team so that it can be redirected to the right department.

Section 3 Drafting Documents

Article 20 (Drafting Documents) ① A draft document shall be in an electronic form. However, it does not always have to be so given the nature of the business or in special cases.

② A draft document shall be in the format required by the Ordinance of the Ministry of Public Administration and Security.

Article 21 (Type of Draft Documents) ① A document for internal approval is drafted to ask for instructions from a senior official by proposing an opinion or presenting a fact; the space for receiver remains empty. If the document is designed to obtain cooperation from another department, the name of such department is indicated in the space for receiver, whereas the official name an organization is indicated if the document is an outgoing document.

② A revised draft document refers to a document that modified part of a document received from outside for prompt implementation by adding or revising words in a different color for easier comparison with the original document; the implementation document shall be written based on the revised document after approval is obtained.

③ Documents are not separately drafted for matters processed by registers or those considered relatively unimportant in customary businesses; however, the contents shall be recorded in related registers and approved for decision.

Section 4 Approval and Support of Documents

Article 22 (Approval) ① A draft document must be approved by a decision maker.

② If a delegated matter is discretionarily decided pursuant to the Regulations on Discretionary Decisions, the discretionary decision maker shall indicate “discretionary decision” in the signature box and sign his/her name.

③ If a decision maker is absent over an extended period of time due to trip, leave, or any other reason, and a document is consequently signed by someone else representing the decision maker, “proxy decision” shall be indicated in the signature box before the document is signed.

④ The date of signature may be indicated in the signature box in case of Clauses 1, 2, and 3.

Article 23 (Support for Document) ① Support refers to obtaining consent from a senior official of a drafter or other departments that are closely related to the content of a draft document. Confirmation for such support shall be made by signing in the supporter box. (Amended March 1, 2007)

② Documents are supported by the following methods:

1. Support within the school shall be obtained from the drafter's senior official and heads of related departments. (Amended March 1, 2007)

2. Support by other agencies shall be pursued by the President.

3. If a person or a department asked for support does not agree to the content of a draft document, he/she or a person in the department must indicate the reason for disagreement and sign. He/she may not refuse to sign for the reason indicated therein. (Amended March 1, 2007)

Section 5 Implementation of Documents

Article 24 (Significance of Implementation) Implementation refers to the procedure brining a document into force and is the last stage of declaration of intention by means of a document.

Article 25 (Exemptions) ① If a document is enforced by telegraphic communication or telephone, the original document shall be sent without an enforcement.

② Documents such as a regular report or a one-time report such as statistics table, etc., may be enforced without an implementation document. Instead, a box for the sender's name shall be created in the margin of the drafted report where the official seal is to be stamped for implementation.

Article 26 (Sending Documents) ① An implementation document in paper form shall be photocopied, and the photocopy shall be sent by the department processing the document; an implementation document in electronic form shall be transmitted via the electronic documentation system to the corresponding department. (Amended March 1, 2007)

② Documents are sent via the information communication network. Considering the nature of a document, or if there is any special reason, however, documents may be sent in person or by mail, fax, or telephone. If a document contains critical information, it must be sent using a special method such as in person or registered mail, etc., so that the dispatch of a document may be properly certified.

③ If an electronic document cannot be sent via the information communication network, it may be printed, and the printout may be sent instead.

④ Documents are sent by a department processing the document after the official seal is stamped, whereas electronic documents are sent by the corresponding department. (Amended March 1, 2007)

⑤ The President may take proper actions to maintain confidentiality and prevent the loss or theft of documents.

Chapter 3 Management of Documents

Article 27 (Management of Documents) A document shall be registered, filed, preserved, transferred, and disposed of pursuant to the Regulation on Archive Management and the Management of Public Archives Act as soon as it is produced.

Chapter 4 Supplementary Provisions

Article 28 (Documents Written in Foreign Language) (Deleted November 19, 2016)

Article 29 (Mutatis Mutandis Application) The matters and related document forms that are not specified in these regulations shall be subjected to Regulations Governing Efficient Management of Administrative Affairs and its Enforcement Rule of the Ministry of Public Administration and Security and the Public Records Management Act and its Enforcement Rule.

Addendum

These amended regulations shall take effect on August 30, 1989.

Addendum

These amended regulations shall take effect on August 1, 2004.

Addendum

These amended regulations shall take effect on March 1, 2007.

Addendum

These amended regulations shall take effect on November 9, 2016.