

8. Office Management Regulation

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

Established on Jun. 1, 1995 Regulation No.1

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

| Chapter 1 General Provisions | Chapter 2 Document Control |
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Chapter 1 General Provisions

Article 1 (Purpose)

This regulation seeks to promote administrative efficiency by prescribing matters related to the office work management of Handong Global University (hereinafter referred to as "University") and by pursuing the simplification, standardization, and advancement of office work.

Article 2 (Application Scope)

Unless specifically provided for otherwise in other regulations regarding office work, matters related to office work shall be governed by this regulation.

Article 3 (Definitions)

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

1. "Documents" refer to all documents (including drawings, photos, disks, tape, films, and slides) internally or externally prepared and enforced by the university as well as all documents received by the university.
2. "Document Department" pertains to a department that manages administrative work related to documents including the receipt or dispatch of documents within the university.
3. "Handling Department" refers to a department that manages the execution of office work.
4. "Department number" pertains to any of the department code numbers of the common administrative codes of the administrative computer network established by the university.
5. "Successive serial number" refers to the serial number that continues through successive years regardless of the year.

6. "Annual serial number" pertains to any of the serial numbers that begin anew each year without any indication of the year.
7. "Year-based serial number" refers to the number connecting the year marking with the annual serial number with a hyphen (-).
8. "Approver" pertains to the president and any of the persons to whom approval authority has been delegated by the president.
9. "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. However, foreigners shall write their names in their native language.

Article 4 (Principle of Managing Office Work)

Office work shall be managed such that ease, accuracy, promptness, and economic value are ensured.

Article 5 (Allocation of Office Work)

The manager of each Handling Department shall allocate office work by work unit to promote the efficiency of performing office work and to clarify responsibility; however, workload balance shall be maintained between staff.

Article 6 (Transfer of Business)

1. In case of a need to transfer business owing to transfers, dismissal, or adjusted duty allocation, the staff concerned shall specifically and accurately transfer all matters related to the current status of office work, progress, related documents and materials, and other related items and report the results to his/her immediate supervisor.
2. Upon transferring business, the transferer, the transferee, and the approver shall each keep 1 copy of the statement of business transfer prepared using Attached Form No. 1. The Document Department shall also keep 1 copy. In such case, the approver shall be the immediate supervisor of the transferer.

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 pertain to the Articles of Incorporation and other regulations written in the form of regulation text using successive serial numbers.
2. <Deleted>

3. Public notice documents refer to those documents designed to inform school staff members as well as the general public of specified matters such as announcements and advertisement. These documents use year-based serial numbers.
4. The maintained documents pertain to those used for business purposes while being maintained by the university after the specified matters are recorded in the document maintenance registers or cards; they are prepared using the appropriate forms.
5. General documents refer to all documents other than Items (1) ~ (4); they are prepared using Attached Form No. 2.
6. Electronic documents (email) pertain to the documents used by the president or heads of departments to inform school staffs or related departments of specified matters or for other communication purposes. They are prepared using Attached Form No. 3.

Article 8 (Constitution of Documents and Effects)

Unless specifically provided for otherwise in other regulations, documents shall be considered constituted upon their approval. The documents shall take effect upon their arrival at the receiver.

Article 9 (General Matters in Preparing Documents)

1. Except in case of special reasons, documents shall be written in Korean, in an easy, simple manner, and crosswise according to the rule of Korean spelling.
2. Except in case of special reasons, Arabic numerals shall be used for any numbers in documents.
3. Dates used in documents shall be in mm.dd.yy format. Hours and minutes shall be indicated based on a 24-hour system; however, the spelled out form of hours and minutes shall be omitted. These rules shall not be applied in case of a need to use other methods for special reasons.
4. Except in case of special reasons, the size of the paper used for documents shall be 210mm x 297mm.
5. Except in case of special reasons, the color of the paper used for documents shall be white.
6. The paper shall have margins measuring 30mm from the top, 20mm on both left and right, and 15mm from the bottom.
7. The font used for documents shall be Gul-lim, 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.

Article 10 (Correcting, etc. Document)

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.

Article 11 (Putting a Seal on the Edges of Continuous Pages)

Any of the following documents consisting of 2 or more sheets shall have seals stamped on both edges of the continuous pages of documents. If necessary, however, documents may be perforated instead of putting seals:

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. If forms, money, marketable securities, reference documents, and other items are attached to a document, attachments shall be marked on the line next to the line where the texts end. The titles and quantity of attachments shall be indicated; if there are 2 or more attachments, however, they shall be indicated separately pursuant to Article 14.
4. If amounts are indicated in documents or marketable securities, Arabic numerals shall be used. The spelled out forms of numbers and amounts shall be enclosed in parenthesis as follows:
(Example) KRW 113,560 (one hundred thirteen thousand five hundred sixty won)

Article 13 (Composition of Documents)

1. General documents shall consist of the heading, text, and concluding part.
 - (1) The heading shall consist of the name of the university, receiver, and subjects.
 - (2) Texts shall include the contents and attachments.
 - (3) The concluding part shall include the sender's name, position and signature of the person in charge, reviewer, approver, and coordinator, production registration number and enforcement date, receipt registration number and date of receipt, university's zip code, address, URL of website, telephone, fax number, official email address of faculty members, and classification of documents.
 - (4) The produced documents shall include the department name, annual serial number, and enforcement date based on the production registration number. On the other hand, the received documents shall include the name of the Handling Department, annual serial number, and date of receipt based on the receipt registration number.
2. The receiver's name or receiver's code shall be written in the receiver column first followed by the position of the responsible person enclosed in parenthesis. If the position of the responsible person is unclear, the manager in charge of ○○ shall be written in (). If there are many receivers, "See Distribution" shall be indicated 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 name or receiver code shall be indicated. However, the receiver code shall be separately prescribed by the president.

(1) <Deleted>

(2) <Deleted>

(3) <Deleted>

(4) <Deleted>

3. The subject shall be indicated briefly and clearly so that the contents of the documents can easily be known; the contents shall carry items expressed in an easy-to-understand manner.

Article 14 (Classification of Clauses)

In case of a need to classify the details of documents into 2 or more clauses, such clauses shall be classified as follows (however, special codes such as □, ○, -, ? may be used in part if necessary);

1. The first clause shall be classified into 1., 2., 3., 4..
2. The second clause shall be classified into A., B., C., D.,
3. The third clause shall be classified into 1), 2), 3), 4),
4. The fourth clause shall be classified into A), B), C), D),
5. The fifth clause shall be classified into (1), (2), (3), (4),
6. The sixth clause shall be classified into (A), (B), (C), (D),
7. The seventh clause shall be classified into ①, ②, ③, ④,
8. The eighth clause shall be classified into Ⓐ, Ⓑ, Ⓒ, Ⓓ,
9. If the paragraphing specified in Clauses 2, 4, 6, and 8 continue even after Z., Z), (Z), ... the paragraphing may continue using a., a), (a), b., b), and (b).

Article 15 ("End" Marking)

1. At the end of the text of a document, "End" shall be placed after the end of the text (leave 1 space). If there are attachments indicated, "End" shall be placed after the end of the attachment (leave 1 space).
2. If the contents of the text or the attachment markings reach the right side limit line, "End" shall be placed 1 space from the left side basic line of the following line.
3. If entries reach the last column of a form when preparing a list, "End" shall be marked on the rightmost side outside the column of the form. If entries end in the middle of the form, "End" shall not be indicated pursuant to Clause 1; instead, "Nothing follows" shall be put in the column next to the last letter of the entries.
4. <Deleted>

Article 16 (Drafting Documents)

1. Letters shall be drafted using Attached Form No. 2 designed for the draft document (hereinafter referred to as "Draft"). In the case of regular or special reports, delivery of permits·licenses·certificates of minor matters, documents related to customary business, or maintained documents, however, letters may be drafted by entering the details in related forms. In such case, a draft shall be considered to have been written by stamping on the simplified signature box shown in Attachment 1.
2. <Deleted>

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 department for purposes of cooperation prior to obtaining approval from the approver.
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.

Article 18 (Indicating Preparers)

If indicating the responsible persons on the statements, statistical table, graphs, or other items attached to the draft is deemed necessary, the names and signatures or seals of the preparers shall be affixed on the available space of the documents.

Article 19 (Indicating Drafters, etc.)

1. 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.
2. In the case of the following documents, the proposer (person who has instructed the drafting of the document or drafter in case he/she has personally drafted the document) shall put the ★ mark, and the reporter (person who directly reports to the approver), the ● mark in front of or above the position:
 - (1) Documents related to important matters and whose review and decision are required
 - (2) Documents proving factual and legal relations
 - (3) Other documents related to important matters

Article 20 (Approval)

1. Documents shall be approved by the person with approval authority.
2. 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 box when signing the document.

3. If the approver is absent for a long period of time owing to leave, official trip, or other reasons, or if a document requires urgent decision making, a deputy or an acting person in charge may act on behalf of the approver provided the documents are inspected post hoc if they contain important matters. In such case, the person acting on behalf of the approver shall indicate "Vicarious Approval" and sign in the corresponding signature column.
4. If a document requires post hoc inspection by the approver pursuant to Clause 3, "Post inspection" shall be indicated on the right side space of the signatures box.

Article 21 (Indicating Arbitrary Approval)

Prior to enforcing a document that has been arbitrarily approved or approved by an acting person in charge 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 box prior to signing.

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.
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 (Attached Form No. 4).
2. In the case of an internally approved document, "Internal approval" shall be indicated in the receiver (sender) column of the Records register.
3. <Deleted>

Article 24 (Document Control)

<Deleted>

Article 25 (Affixing Official Seal)

1. The official seal shall be affixed on the enforcement letters of documents dispatched outside the university in the name of the president, letters of appointment, letters of commendation, and various certificates. 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.

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 (Attached Form No. 5).
3. If a document requiring official seal is sent or delivered to a multiple number of receivers simultaneously, the impression of the official seal may be printed and used instead of stamping the official seal.

Article 26 (Omitting Official Seals and/or Signatures)

For documents dispatched within 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 required owing to the characteristics of business or in a special situation, documents may be sent in person or via mail, fax, or telephone; documents containing important matters may be sent in person, via registered mail, or using special methods enabling proving the dispatch of documents.

Article 28 (Receiving and Handling Documents)

1. Documents shall be received by the Document Department. If it directly receives a document, however, the Handling Department shall immediately transfer the document to the Document Department and then receive it.
2. Upon receipt of a document, the receiving party shall enter the details of receipt and distribution and turn over the document to the Handling Department.
3. A person on duty receiving a document shall immediately transfer it to the Document Department after the next working day begins.
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. Except in case of special reasons, a simplified signature box shall be provided on the right side blank of the heading.

Article 29 (Recording Dispatch or Receipt)

The Document Department shall maintain Records Distribution Register and Records Register, and the Handling Department, Records Register, to record matters related to the registration, receipt, and dispatch of documents. In case books or other printed matters are distributed or received, however, this provision shall not apply. If necessary, distribution tickets may be made and used.

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.
2. The maximum number of pages making up a document to be filed shall be 200 as a standard.
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 in the upper group.
4. If filing all documents in 1 file is impossible owing to the large volume of documents belonging to the same function, documents may be filed as several files.
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
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.

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 (detailed matters shall be prescribed separately, however):
 - (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 maintained in custody.
 - 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. They shall be photographed and preserved in micro film, and the originals shall be discarded:

- 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, Science, and Technology
- 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 evidences 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 (or the latest document that finally completes the requirements of documents in the case of documents forming 1 case).
3. The head of the 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.

Article 32 (Maintaining Documents in Custody)

1. Documents shall be maintained by the Handling Department for 5 years from the start of the storage period.
2. The documents maintained pursuant to Clause 1 shall be transferred to the Document Department where they shall be stored until the storage period expires.
3. Documents shall be maintained in appropriate document boxes (file cabinets or their equivalent). However, documents stored by the Document Department shall be stored in a document archive.

In such case, documents may be arranged and stored in bookshelves.

4. To facilitate search for stored documents pursuant to Clause 3, document index cards prepared using Attached Form No. 9 may be placed on the file cabinets, etc.
5. Uncompleted documents as 1 case of documents shall be temporarily filed as 1 case in the document file; the title of the function shall be entered by business unit to facilitate the search for documents.
6. Except in case of special reasons, documents shall be stored by production department, storing institution, production year, and classification number. To check the status of the documents in custody, 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.
7. The heads of the Document Department and the Handling Department shall compare the Document Register against the documents in custody at least once a year to verify the status of storage and take appropriate actions to prevent the deterioration of the documents in custody and infiltration of harmful insects by maintaining adequate temperature and humidity and through disinfecting.

Article 33 (Storing Special Size Documents)

Books and other printed matter that cannot be easily filed together with other documents may be filed separately after recording related details in the Special Size Document Register (Attached Form No. 11). In such case, information on the special size documents and control numbers as shown in Annex Table 2 shall be marked on the appropriate space of such documents; special size document control numbers shall be indicated on the right side of the attachment markings of the documents.

Article 34 (Transfer of Documents in Custody)

1. When documents are transferred as stored documents pursuant to Article 32, the transferer shall draw up 2 copies of the Statement of Document Transfer (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.
2. The Handling Department shall copy the index of the documents being transferred and prepare and keep an index file of the transferred documents.

Article 35 (Lending Documents)

1. Documents stored in the Document Department may be borrowed for a period of not more than 7 days.
2. When any document is borrowed matters related to borrowing shall be recorded in the Document Loan Register (Attached Form No. 13).

Article 36 (Documents Discard)

1. Documents shall immediately be discarded when the storage period expires. In such case, if the storage period of a document is 10 years, prior discussion shall be held with the head of the department transferring the documents.
2. In case documents are discarded pursuant to Clauses 1 and 2, the head of the Document Department shall record related details in the Stored Document Register and Special Document Register.

Article 37 (Updating Documents)

Documents shall be updated on a regular basis for a period of 10 or more days between February and March of each year.

Article 38 (Business Cooperation)

1. If necessary, cooperative signatures shall be obtained directly for a draft or a plan (draft) from the heads of related departments prior to obtaining approval from the person with approval authority.
2. The institution requesting for business cooperation through a meeting shall prepare and maintain the minutes of the meeting using Attached Form No. 14 except in case of special reasons.

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.

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 the report.
2. Civil petition forms pertain to the forms used to submit civil petitions to the university.
3. Card forms refer to the card forms 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.

Article 41 (General Principle of Designing Forms)

1. The size of the paper used for the forms shall be 210mm x 297mm; however, appropriate sizes may be used for vouchers or in case of special reasons.
2. 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 receiver, etc.
3. 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.

Chapter 4 Supplementary Rules

Article 42 (Training on Office Management)

If necessary, the head of the department in charge of office management shall provide training on office management to faculty members.

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

ADDENDUM

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

ADDENDUM

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

ADDENDUM

This amended regulation shall enter into force as of September 1, 2010.(amended on Aug. 20, 2010
Regulation No.133)

[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		3cm
Document Number		
Storage Period		
2.5cm	2cm	

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)

- 차 례 -

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- ※ Attachments
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※ 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

★◎	전결00/00	Approved							
담당자	서명	팀장	서명	처장	서명	총장	서명		
Person in charge	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	전 송		전 송		/		공개구분		
Telephone	(054) 260-		Fax (054) 260-		/ @handong.edu		/ 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·분까지 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 업무담당자의 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.

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	

Index

Subject of files:

Page	Document Number	Subject	Month/Day	Receiver	Sender

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.

보 존 문 서 기 록 대 장

Stored Document Register

생산부서 :

생산년도 :

Production department :

Production year :

일련 번호 Serial numb ers	보존 기간 Stora ge period	문 서 철 Document files		보존처(서고) Place of storage (Archive)	폐기(년월일) Discarded (MM/DD/YYYY)
		분류번호 Classification number	제 목(수량) Subject (quantity)		

특 수 규 격 문 서 관 리 대 장

Special Size Document Register

관리 번호 Control number	문서번호 Document number	생산 연도 Production Year	제 목 Subject	보존 기간 Storage period	보관(보존) 장 소 Place of storage	인계이관 및 폐기 년월일 Date of transfer and discard (MM/DD/YYYY)	비 고 Remarks

[Attached Form No.12]

보존문서인계 · 이관서

Statement of Document Transfer

부서명 :

Name of department:

일련 번호 Serial number	보존 기간 Storage period	생산연 도 Producti on Year	문 서 Document file		철 목 Remarks
			분류번호 Classification number	제 Subject	
수령일자 Date of receipt		수령자 Receiver	소속 : Department : (인)	직급 : Position class : (Seal)	성명 : Name :

보 존 문 서 대 출 기 록 부

Document Loan Register

일련 번호 Serial num bers	대출일자 (대출기간) Date of loan (Loan period)	문 서 철 Document files			대출받는 자 Borrower		대출사유 Reason for loan	반 납 Return	
		생산 연도 Productio n Year	문서철 관리번호 Docume nt file Control number	제 목 Subject	직 급 Position title	성 명 (서명) Name (Sign)		일자 Date	확인 Confir med by

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 :

직 위 :

성 명 :

- Department :

Position :

Name :