

## Annex 2 | *Related Regulations*

1.	<b>Guidelines for Handling Copyright Issues of the NRICH</b>	057
2.	<b>Guidelines on the Management and Application of the Cultural Heritage Documentation Project</b>	063
3.	<b>Guidelines for Managing the NRICH Archive</b>	067
4.	<b>Guidelines for Producing Research Data of the NRICH</b>	086
5.	<b>Guidelines for Managing the CHA Publications</b>	107

※ The *Related Regulations* have been unofficially translated from Korean to English by the editorial group of this report.

# Guidelines for Handling Copyright Issues of the National Research Institute of Cultural Heritage

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## 1. Definition of Terms

The terms used in these guidelines are as follows.

- Copyrights
  - “Copyrights” shall mean the rights to protect the rights of authors who created works, to protect neighbouring rights, and to promote the fair use of works.
  - Copyrights shall consist of moral rights and author’s property rights.
- Moral Rights
  - “Moral rights” shall mean the rights to protect the author’s honour and moral interests.
- Author’s Property Rights
  - “Author’s property rights” shall mean the rights that enable an author to make economic profits by allowing him/herself or other persons to use his/her works. The types of author’s property rights shall consist of rights of reproduction, rights of public performance, rights of public transmission, rights of exhibition, rights of distribution, rights of rental, and rights of the production of derivative works according to the types and methods of their usage.
- Copyright Protection Period
  - Principle: during the lifetime of an author and for a period of fifty years after the death of an author
  - Anonymous and Pseudonymous Works: for a period of fifty years after the works have been made public
  - Works that are made by an employee of a legal person: for a period of fifty years after the works have been made public
  - Cinematographic Works: for a period of fifty years after the works have been made public
  - Joint Works: for a period of fifty years after the death of the last surviving co-author
  - Initial Date of the Protection Period: the beginning of the year following the date the author died, the work is created, or the work is made public.
- Free Use
  - “Free use” shall mean a specific case in which people can use the work without permission according to the copyright limitation on the work. In this case, the user should comply with the specific legal conditions

regarding the method and range of use and the protection of the author's moral rights. Free use is mainly recognised for the purpose of information acquisition or a need for developing education, scholarship, and culture.

- Common examples of free use in copyright acts from many countries are quotations, specific kinds of illustration, reproduction in specific occasions, specific types of usage of public speeches, reproduction of specific articles from newspapers and periodicals, and accidental and incidental use of works.
- In some copyright acts in the Anglo-American legal systems, free use is defined by determining fair treatment or use of works.
- Rights to One's Portraits
  - "Rights to one's portraits" shall mean the rights that allow a person to reject being photographed or videotaped or having his/her photographs being commercially used by others without consent.
- Publicity Rights
  - "Publicity rights" shall mean the rights that allow famous people such as athletes, celebrities, or other public figures to reject to their face, name, voice, or career being commercially used in advertisements, and to reject to their portrait being used for economic gain.
- Neighbouring Rights
  - "Neighbouring rights" shall be the rights that are granted to persons who invested capital or contributed to the creative process. Persons who hold the neighbouring rights include performers, record producers, broadcasters, database producers (persons who produced database or made a significant investment in human or material resources for renewing, verifying, or supplementing, database materials).
- CCL (Creative Commons License)
  - "Creative commons license" shall be a free-use system of license and enable an author to allow people to use his work freely, by indicating a specific remark about free-use conditions, as long as the users abide by the conditions the author has specified.

## **2. Declaration of Copyright Information**

- All data produced in the Institute should contain copyright information that is described below.
- The person in charge of a project should fill out related information among the examples below and specify the information in contracts and other forms.

1. Owner of rights (name, address, telephone number)
2. Agreement with the owner (the range of use)
3. Author (name, address, and telephone number of the original author)
4. Owner of author's property rights (name, address, and telephone number)
5. Existence of translation
6. When author or the owner of author's property rights is obscure
7. When the protection period is expired
8. When the copyright is lapsed or the work is donated
9. Cases of free use
10. When the contract for a usage license is made
11. Rights to one's portraits (whether the consent is granted)
12. Publicity rights
13. Neighbouring rights (performers, record producers, broadcasters, and/or database producers)
14. Creative Commons License
15. Arrangement of music
16. Additional clause

### **3. Issues in Handling Copyrights**

- Copyrights of all data produced within the Institute in the process of academic research of cultural heritage belong to the National Research Institute of Cultural Heritage.
- Service Contracts and External Commissions of Service, Filming or Writing Manuscripts
  - For data produced by service contracts or external commissions, it is necessary for task orders or contracts to clearly state in writing (See Appendix 1) that data copyrights belong to the Institute. Henceforward, a copy of the document should be submitted to the Archive within seven days from the contract date.
- Publication
  - When project products are published, the person in charge should fill out 'Contracts for Settlement of Right of Publication and Distribution' and submit a copy of the document to the Archive within seven days from the contract date.

□ International Research and Survey Project

- When a Division undertakes a joint project with external or international institutions, the person in charge should consign the consultation in writing and submit a copy of translated documents and the original foreign-language document to the Archive within seven days from the conclusion date.

□ Photographs, Films and Audio Data

- When a Division collects any type of photograph, film, or audio data, the person in charge should receive a 'Consent Form' (Appendix 2) from the provider of the photograph, film, or audio data and submit a copy of the form to the Archive within seven days of receipt.

□ Donated Data

- When a donation is made to the Institute, the person in charge should verify who possesses ownership and copyrights. If the donor possesses copyrights, the person in charge should ask whether the donor wishes to hand over copyrights to the Institute, fill out consent section in 'Appendix 9' in the Archive Regulation, and submit a copy of the form to the Archive within seven days. If the donor does not possess copyrights, for future use, the person in charge should fill out 'Declaration of Copyright Information' according to 'Guideline for Handling Copyright Issues' and submit the form to the Archive.

## [Appendix 1]

### ☞ Alienation of Author's Property Rights

I, \_\_\_\_\_, hereby hand over all copyrights of the work, and all rights to write and use derivative works based on this work or compilation works that include this work to the National Research Institute of Cultural Heritage.  
e.g.) name of service provider or author

☞

I, \_\_\_\_\_, hereby hand over copyrights that include all rights that are presently known or granted in the future to use the work in any methods that are presently known or developed in future, such as the rights of reproducing, publishing, recording, filming, advertising, performing, presenting, broadcasting, cable-broadcasting, lending, screening, translating, adapting, and arranging the work to the National Research Institute of Cultural Heritage.

### ☞ Fee for Alienation of Author's Property Rights

The fee for the alienation of all the author's property rights shall be included in \_\_\_\_\_. e.g.) the total budget of the service, honorarium, etc

### ☞ Responsibility for the Contents of Works

If the contents of the work infringe on the rights of a third party and, therefore, cause damage to the National Research Institute of Cultural Heritage or a third party, \_\_\_\_\_ shall take responsibility for the consequences.

### ☞ Exclusive Use

\_\_\_\_\_ should neither discretionally allow a third party to use all or part of the title or contents of the same or similar works nor make a contract for establishing such an agreement. \_\_\_\_\_ can use the work with the consent of the National Research Institute of Cultural Heritage in particular cases.

### ☞ Issues on the Property Right Change

\_\_\_\_\_ should not have pledged the rights to a third party, transferred all or part of the copyrights, nor allowed the third party to use the work before this contract. If such a situation causes damage, \_\_\_\_\_ shall take responsibility for the compensation.

※ The contents of this form can partly be modified or supplemented depending on the nature of the work.

**[Appendix 2]**

<b>Consent Form</b>		
Interviewee	Name:	
	DOB:	Contact Number:
<p>I, _____, hereby agree that the contents of [<i>films, oral statements</i>] can be [<i>used, publicised</i>] for academic research of the National Research Institute of Cultural Heritage and for public purpose to the general public.</p> <p style="text-align: center;">Interviewer: _____ (signature)</p> <p style="text-align: center;">[<i>Contents of films or oral statements</i>]</p>		
Conditions for disclosure and usage requested by the interviewee		
Contents of Mandate	<ol style="list-style-type: none"> <li>1. The author’s property rights of the data shall belong to the National Research Institute of Cultural Heritage. The “data” shall refer to all types of data produced in relation to the data above.</li> <li>2. The data produced as above shall be strictly managed in the National Research Institute of Cultural Heritage according to the ‘Act on Managing Public Records’.</li> <li>3. The National Research Institute of Cultural Heritage shall not intervene in copyright issues caused by the request for data usage from a third party, but can provide the third party with the contact details of the interviewee.</li> </ol> <p>※ The author’s property rights shall mean the rights that enable an author to make economic profits by allowing him/herself or other persons to use the works. The types of author’s property rights shall include all the rights of reproduction, public performance, public transmission, exhibition, distribution, rental, and the production of derivative works according to the types and methods of their usage.</p>	



# Guidelines on the Management and Application of the Cultural Heritage Documentation Project (Draft)

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## Chapter 1. General Provisions

### Article 1 (Purpose)

The purpose of this guideline is to define details to efficiently implement and use various cultural heritage documentation projects of the Cultural Heritage Administration of the Republic of Korea.

### Article 2 (Limit of Application)

1. This guideline applies to all cultural heritage documentation projects (projects for preserving and using the original cultural heritage records, such as records from the actual cultural heritage measurement; original books, documents, and epigraphs; intangible cultural heritage documentation; visual documents; inscription rubbing; and phototypographic contents) implemented by the Cultural Heritage Administration.

2. Apart from the cases specified in other laws and regulations, all documentation projects of cultural heritage should be conducted in compliance with the guidelines outlined here.

## Chapter 2. Organising the Deliberation Committee

### Article 3 (Organising the Committee)

1. The Deliberation Committee for the Cultural Heritage Documentation Project (hereinafter referred to as 'the Committee') shall be organised and operated to deliberate and mediate particulars in the following subparagraphs regarding cultural heritage documentation projects.

- (a) particulars regarding the establishment of a general plan for cultural heritage documentation
- (b) particulars regarding the institutionalisation and standardisation of cultural heritage documentation projects
- (c) particulars regarding the common use of the products from cultural heritage documentation projects
- (d) particulars regarding database usage of cultural heritage documentation projects

2. The number of Committee members cannot exceed ten, including one chairperson and one deputy chairperson.
3. The chairperson of the Committee shall be Public Relations Manager (Chief Information Officer), and the deputy chairperson shall be Archival Information Officer.
4. The Committee members shall be constituted by the persons of following positions, and the secretary shall be a director or a deputy director in charge of the Archival Information Office.
  - (a) Finance and Planning Manager
  - (b) Cultural Heritage Utilisation Director
  - (c) Head of divisions or institutions that implement cultural heritage documentation projects for that year.

#### **Article 4 (Meetings)**

1. The Committee chairperson shall convene and preside over meetings.
2. The Committee meetings shall be convened by the chairperson when the chairperson acknowledged the necessity or when requested by more than five members.
3. In the unavoidable absence of the chairperson, the deputy chairperson shall sit for the chairperson.
4. The Committee meetings shall be attended by an absolute majority of the members, and a quorum for decisions shall be constituted by a simple majority of the present members.
5. The chairperson can deliberate agendas in writing when he or she has a difficulty in convening.
6. The chairperson can delegate minor matters regarding the subparagraphs in Article 3 to the Practice Committee.

#### **Article 5 (Practice Committee)**

1. The Practical Committee for the Cultural Heritage Documentation Project of (hereinafter referred to as 'the Practical Committee') shall be constituted for the practical consultation regarding cultural heritage documentation projects.
2. The chairperson of the Practical Committee (hereinafter referred to as 'the practical chairperson') shall be the Archival Information Officer; the secretary shall be a director or a deputy director in charge of the Archival Information Office; and the member of the Practical Committee shall be a director or a deputy director in charge of documentation projects in an institute or division.
3. The meetings shall be convened quarterly in principle and at any given time when the practical chairperson acknowledges the necessity.
4. The Practical Committee meetings shall be attended by an absolute majority of the members, and a quorum for decisions shall be constituted by a simple majority of the present members.

5. The Practical Committee is responsible for practical matters of agendas deliberated by the Committee and deals with minor matters in the agendas and other issues submitted by the practical chairperson.

### **Chapter 3. Implementing Documentation Project**

#### **Article 6 (Establishing a Project Plan)**

1. The head of divisions that implements cultural heritage documentation projects (hereinafter referred to as 'the head of divisions') should establish a documentation project plan that includes the information in the following subparagraphs and submit the information to the Archival Information Officer during the first half of the year.

- (a) project plan (contents of task) and the list of objects
- (b) particulars regarding data production methods
- (c) deadline for submitting products and particulars regarding methods of quality inspection

2. The Archival Information Officer shall review the project plans from the head of divisions under Paragraph 1 and, if necessary, can request plan supplementations.

3. The head of division can propose a vote in the Practical Committee regarding issues of supplementation requests that need to be adjusted.

#### **Article 7 (Data Production Standards)**

The head of divisions should comply with Appendix I "Guidelines for Data Production Standards in Cultural Heritage Documentation Project" in deliberating documentation projects related to their division.

#### **Article 8 (Project Reports)**

The head of divisions, when deliberating competent documentation projects, should be reported at least twice in forms such as an interim report and a completion report. In this case, the head of divisions should allow the person in charge of the Archival Information Office to attend the report briefings and suggests opinions.

#### **Article 9 (Inspection)**

1. To secure the quality of documentation project products, the head of divisions should conduct self-inspections more than twice before the completion of a project.

2. In conducting self-inspections under Paragraph 1, the head of divisions should prepare a separate checklist and conduct self-inspections based on the checklist.

In this case, the head of divisions can request technical support from the Archival Information Office.

3. For the final inspection of the project products, the head of divisions should submit a sample to the Archival Information Officer and receive confirmation on whether the products adhere to the established standard.

#### **Article 10 (Product Submission)**

The head of divisions should receive two copies of every project product in more than two formats, including a paper document and digitised data. 2. The head of division should submit a copy of the final product to the Archival Information Officer immediately after completion.

### **Chapter 4. Product Usage**

#### **Article 11 (Documentation Product Usage)**

1. The Archival Information Officer should establish an integrated database and a usage system to efficiently use the documentation project products.
2. The head of divisions should endeavour to prepare measures to preserve and use the documentation project products.

#### **Article 12 (Documentation Project Revitalisation)**

1. The Archival Information Officer should endeavour to prepare and promote measures to revitalise the documentation projects.
2. The Archival Information Officer should construct a cooperative system with the related agencies to ensure that the documentation project products are used.

### **Supplementary Provisions**

1. (Date of Enforcement) These guidelines shall enter into force from the date of the proclamation.
2. (Abolition of Other Guidelines) “The Managerial Guideline for Cultural Heritage Documentations Project” shall be immediately abolished in implementing these guidelines.

# Guidelines for Managing the National Research Institute of Cultural Heritage Archive (Revised)

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Administrative Procedures Guide No. 8,  
National Research Institute of Cultural Heritage  
[Enacted 31 December 2009]

Administrative Procedures Guide No. 15,  
National Research Institute of Cultural Heritage  
[Revised 31 December 2010]

## Chapter 1. General Provisions

### Article 1 (Purpose)

The purpose of these guidelines is to define matters that are necessary for managing research data of the National Research Institute of Cultural Heritage and its affiliated agencies and for establishing and managing an archive.

### Article 2 (Definition)

The terms used in these guidelines are as follows.

1. "Archive" shall mean an institute that is established by the National Research Institute of Cultural Heritage for managing research data and is equipped with a preservation library, a reading room, offices, conservation facilities and equipment, and exclusive archivists.
2. "Research data" shall mean all types of documents and artefacts, such as documents, books, ledgers, cards, blueprints, audio-visual records, and electronic data (digital data), that are produced or received by the National Research Institute of Cultural Heritage based on the Public Record Management Act.
3. "Data-handling departments" shall mean auxiliary institutions equivalent in size to a department at the National Research Institute of Cultural Heritage, and their affiliated agency shall be the institution itself.

### Article 3 (Function of the Archive)

The archive shall perform the following functions.

1. Devising a basic plan for managing research data
2. Collecting, organising, and preserving research data
3. Reading and lending research data
4. Establishing detailed guidelines for managing research data

5. Providing online services for researching data
6. Planning, promoting, and exhibiting the management of research data
7. Providing research data quality assurance activities
8. Performing other activities for managing the archive

#### **Article 4 (Affiliation and Staff)**

1. The archive shall be affiliated with the Administration Department and the head of department shall be the head of the archive.
2. The archive shall have specialised staff and exclusive human resources for managing research data to conduct its tasks efficiently.

#### **Article 5 (Duties of the Archive Head)**

1. Assessing the research data management tasks in the National Research Institute of Cultural Heritage
2. Organising and managing the Deliberative Committee for the research data at the National Research Institute of Cultural Heritage
3. Devising a security management plan and a disaster plan for research data
4. Devising a classified table and management guidelines for research data
5. Reading, lending, and publicly disclosing retained data
6. Developing and operating a system for managing research data and service
7. Introducing and operating archive management facilities
8. Purchasing, registering, and organising books
9. Making and managing statistical figures of research data and other information
10. Managing other matters of the archive

#### **Article 6 (Management of the Deliberative Committee)**

1. The archive shall constitute the Deliberative Committee to make decisions and to supervise over important matters related to management, and its chairperson shall be the Director-General of the National Research Institute of Cultural Heritage, and the deputy chairperson shall be the head of the archive, and the secretary shall be the deputy director in charge, and the members of committee shall be the head of handling departments.
2. The Committee chairperson can convene a meeting when necessary, and the Committee meetings shall be attended by an absolute majority of the members, and a quorum for decisions shall be constituted by a simple majority of the present members. In case of a tie, the chairperson shall decide the issue.
3. The deputy chairperson shall assist the chairperson and, in the chairperson's absence, shall sit for the chairperson.
4. In cases of an unavoidable absence, members of the Committee should submit Appendix 10 Form 'Written Opinion'.
5. The secretary should attend the Committee meetings and take the minutes and after the meeting should obtain the chairperson's approval on the Archive Deliberative Committee Resolution in Appendix 11 Form and attach this form

and other related documents to the minutes. The secretary shall also archive and manage these documents based on Paragraph 6.

6. Documents related to the Deliberative Committee shall be archived and kept for the periods mentioned based on following criteria.

- ① Archive Deliberative Committee Resolution and Minutes: Permanent
- ② Assessment Reports, Written Opinions, and Other Assessment Documents: ten years
- ③ Other Documents on Discarding Research Data: five years

#### **Article 7 (Objects of Deliberation)**

The Deliberative Committee shall deliberate and resolve matters in following subparagraphs.

1. Matters on revising the Archive Guidelines
2. Matters on assessing and discarding research data with a preservation period of ten years or less
3. Matters on the preservation period and the re-appropriation of research data
4. Other matters on archive management

### **Chapter 2. Production and Transfer of Research Data**

#### **Article 8 (Production of Research Data)**

1. The head of the handling departments should produce and manage all procedures and results of conducting research as research data.
2. Details of producing research data shall comply with 'Guidelines for Producing Research Data' and issues on copyrights on data production shall comply with 'Guidelines for Handling Copyright Issues'.

#### **Article 9 (Transfer of Research Data)**

1. The head of handling departments should transfer any produced research data and the data list to the Archive by 31 March of the following year.
2. When the head of handling departments needs to postpone the transfer, he shall submit Appendix 1 Form 'Application Form for Postponing Research Data Transfer' to the head of the Archive by 31 March of the following year.
3. Research data produced in regional research institutes can be managed internally with separate preservation facilities and equipment by an exclusive specialist staff. However, important research data can be transferred to the archive. Besides, among the produced research data, digital data should be registered and transferred through the Digital Data Transfer System of the archive system in General Research Management System of the Institute by 31 March of the following year. (Changed)

### **Chapter 3. Research Data Collection (newly-added)**

#### **Article 10 (Collection)**

1. The head of the Archive can collect cultural heritage-related data which are owned by relevant institutions, organisations, or individuals.
2. The head of the archive shall collect cultural heritage-related data owned by relevant institutions, organisations, or individuals by requesting owners to donate these data and giving the owner Appendix 9 Form 'Data Donation Form' to filled out by the owner.
3. The received data shall be registered and managed with other data; however, that data can be separately managed under the name of the donors at their request.

### **Chapter 4. Research Data Management**

#### **Article 11 (Registration and Organisation of Research Data)**

1. The head of the Archive should categorise transferred or collected research data by type and register them with a mark of a registration number, handling departments, preservation period, and openness to the public.
2. The head of the Archive should make a basic research data list based on Appendix 2.
3. The head of the Archive should make a separate detailed list for research data that include detailed information apart from a basic list.
4. The head of the Archive should register basic and detailed lists to the archive system in the General Research Management System of the Institute and enable the list to be available for Internet searches.

#### **Article 12 (Storing Research Data)**

The head of the Archive should store research data in appropriate preservation containers for each medium, such as preservation files, preservation envelopes, and preservation boxes.

#### **Article 13 (Digitalisation of Research Data)**

1. The head of the Archive should digitalise analogue data and enable them to be promptly searched and used.
2. The head of the Archive should rerecord digital data every five years using the newest media, such as CD, DVD, external HDD, or tapes, to prevent data loss or damage.
3. The head of the Archive should designate a staff member in charge of data backup and regular backup based on 'Guidelines for Integrated Backup of



Information System of the National Research Institute of Cultural Heritage' and dispersedly store the backup data in safe places that are safe from theft and damage.

**Article 14 (Discarding Research Data)**

Matters on discarding research data shall comply with decisions by the Archive Deliberative Committee of the National Research Institute of Cultural Heritage.

**Chapter 5. Usage of Data and Facilities**

**Article 15 (Archive Opening Hours)**

1. The opening hours of the archive shall follow office hours of civil servants (09:00-18:00), and the archive shall be closed on public holidays.
2. The head of the Archive can reschedule the opening hours if necessary and close or open the archive provisionally.

**Article 16 (Reading and Restriction)**

1. Persons in following subparagraphs can read data and use facilities in the archive.
  - ① Staff members of the National Research Institute of Cultural Heritage.
  - ② Persons who are granted an access by the head of the Archive. Research data can be read only in a designated area after submitting Appendix 4 Form 'Reading Register of Research Data', and damaging data, smoking, and bringing food in the area are not allowed.
3. Apart from pencils and copying paper, no other belongings, such as bags, are allowed into the Archive.
4. Research data should be returned to the staff after reading.
5. Reading data can be restricted based on the following subparagraphs.
  - ① When reading can do harm to others or disturb the normal practice of the Archive
  - ② When research data are already publicly available and used through the official gazette, periodicals, etc.
  - ③ In cases where there is only copy of the item or the research data are vulnerable to damage

**Article 17 (Lending and Restrictions)**

1. Persons in following subparagraphs can borrow data from the Archive.
  - ① Members of staff at the National Research Institute of Cultural Heritage.
  - ② Persons who are granted an access by the head of the Archive
2. Lending research data is not permitted in principle. However, when data should inevitably be lent, permission from the head should be granted based on

Appendix 5 Form 'Borrowing Application for Research Data'. When permission is granted, Appendix 8 Form 'Report of Carrying In and Out Research Data' should be filled out and submitted.

3. The limit and duration of data lending is as follows.

- ① The duration of data lending shall be within fourteen days.
- ② If the duration needs to be extended, it can be extended only once with permission of the head of the Archive.

4. Lending data can be restricted based on following subparagraphs.

- ① When reading can do harm to others or disturb the normal practice of the Archive
- ② When research data are already publicly available and used through the official gazette, periodicals, etc.
- ③ In cases where there is only copy of the item or the research data are vulnerable to damage
- ④ When lending is inappropriate due to the nature of research data

5. Despite Paragraph 2, the head of archive can modify the range and condition of lending due to the preservation condition and nature of the research data.

#### **Article 18 (Returning Borrowed Data)**

Persons who borrowed research data come under the conditions in following subparagraphs should return borrowed data immediately.

- ① On leave of absence, suspension, retirement, or transferred to other departments
- ② On leave, sick leave, extended business trip that exceeds the duration of the loan
- ③ Before 15 December every year
- ④ Others, when the head of the Archive request a return

#### **Article 19 (Providing Research Data)**

1. The range of providing research data shall be based on following subparagraphs.

- ① Staff at the National Research Institute of Cultural Heritage and handling departments
- ② The Cultural Heritage Administration and its affiliated agencies
- ③ Public institutions, educational institutions, academic organisations, and other external institutions
- ④ Individuals

2. The procedure of providing research data shall be based on following subparagraphs.

- ① If the Cultural Heritage Administration or its affiliated agencies wish to receive research data, the institution should fill out Appendix 6 Form 'Application for Research Data Provision' and submit the form with an

internal memorandum. However, if the head of the Archive recognises the necessity, the application form should be submitted with a formal document requesting the data.

- ② An application from external institutions is limited to the purpose of academic research and education, and the application shall proceed with the submission of Appendix 6 Form 'Application for Research Data Provision' or 7 Form 'Research Data Usage Permit'.
- ③ Application from individuals shall proceed as civil affairs administration requests for releasing information, and a fee shall be charged based on the Public Information Act. If the requested data conform to subparagraphs in Paragraph 1, Article 9 of the Act, the data can be made confidential to the public.
- ④ The person in charge of the Archive should request applying institutions to declare the source of the data and to submit two copies of products when the data are used for products such as academic papers or reports within two weeks.

#### **Article 20 (Compensation of Data)**

Persons who damage or lose research data shall conform to the decision of the Archive Deliberative Committee.

#### **Article 21 (Security and Disaster Plan)**

1. The preservation library in the Archive should be managed as a restricted area based on 'Guidelines for Security Tasks', and visitors should fill out Appendix 3 Form 'Access Roster of Archive'.

2. The person in charge of the Archive preservation room should comply with following subparagraphs.

- ① Schedule inspections for electricity wiring and fire safety in the preservation room
- ② Take stock and check the condition of research data
- ③ Evaluate the reading applications and lending practices

3. The head of the Archive should devise and implement a separate security management plan and disaster plan.

### **Chapter 6. Supplementary Provisions**

#### **Article 22 (Inspection for Research Data Management and Training)**

1. The head of the Archive should inspect research data management more than once a year.

2. The head of the Archive should provide staff members with training on matters of archive management, such as usage tips as well as guidelines for producing data and information on copyrights.

**Article 23 (Definition)**

The head of the Archive can independently decide detailed matters on archive management.

**ADDENDUM [1st January 2010]**

These guidelines shall enter into force from the date of the proclamation.

**ADDENDUM [1st January 2011]**

These guidelines shall enter into force from the date of the proclamation.