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국가기록원 보존문서(원본, 광디스크, 마이크로필름)
원본으로부터 복사되었음을 증명함.

국가기록원장





유네스코한국위원회

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참 조 :

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접	일자	'98. 8. 11	결	재	기
	시간	17:50			
수	번호	8482			
처	리과	문화재기획실	공	람	사
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제 목 : 세계기록유산 신규등록 관련 협조요청

1. 유네스코는 인류기록유산의 중요성에 주목하여 이의 효과적인 보존과 이용을 목적으로 1992년 '세계의 기억' 사업(Memory of the World)을 창설하고, 1997년 세계적인 가치가 있는 기록유산의 목록을 작성한 바 있습니다. 이때 우리나라는 '조선왕조실록'과 '훈민정음'을 세계기록유산으로 등록했습니다.

2. 유네스코 본부는 1999년도에 개최될 국제자문위원회에서 세계기록유산 신규등록을 심의할 예정이며, 이를 위하여 금년 9.3-9.5간 사전심의회의를 개최한다는 통보와 함께, 아래와 같이 신규등록을 위한 후보리스트를 작성 제출하도록 요청해 왔습니다.

3. 유네스코는 세계리스트 후보선정, 국내리스트 작성 등과 관련 국내사업 촉진을 위한 동사업 국가위원회의 설치를 권고하고 있사오니, 귀국에서는 이점을 고려하시어 우리위원회와의 협력하에 '세계의 기억사업 국가위원회'를 개최하고 적절한 유산후보리스트를 작성하여 기일내에 자료를 제출할 수 있도록 협조하여 주시기 바랍니다.

아 래

가. 제출자료: 세계기록유산 지명양식 및 영상자료

나. 제출기한: 1998. 9. 2일전

다. 제출방식: e-mail, 영상자료는 그림파일(TIFF 또는 GIF 포맷)

붙 임 : 관련공한, 제출양식 곁.

유네스코 한국위원회 사무총



CIRCULAR LETTER TO ALL NATIONAL COMMISSIONS



United Nations Educational, Scientific and Cultural Organization
 Organization des Nations Unies pour l'éducation, la science et la culture

REF: PGI/ABID/92/12

Sir/Madam,

Subject: "Memory of the World" Register

I am pleased to send you herewith the Final Report of the Third Meeting of the International Advisory Committee of the "Memory of the World" Programme held in Tashkent last September. This Committee recommended for the first time inclusion of documentary heritage materials in the "Memory of the World" Register. This register is a compendium of documents, manuscripts, oral traditions, audio-visual materials, library and archive holdings that are of universal value, somewhat similar to UNESCO's World Heritage List. It will list all documentary heritage which has been identified by the International Advisory Committee as meeting the selection criteria for world significance. As you will see from Annex C, 38 collections and items from 22 Member States are now part of the "Memory of the World" Register. It should also be noted that 18 nominations were recommended to be entered on national registers.

Listing on the "Memory of the World" Register would serve as a significant tool for increasing awareness of the significance of world documentary heritage and of the need to preserve it for future generations. Furthermore, it would be an inspiration to nations and regions to identify, list and preserve their documentary heritage. Member States are encouraged to set up their own documentary heritage registers, which will reinforce the "Memory of the World" Register. National registers will draw attention to the necessity of safeguarding endangered documentary heritage and of making it as widely accessible as possible. These registers may evolve progressively and parallel the World Register, on the basis of continuous identification, surveying and selection performed by "Memory of the World" National Committees.

As the nomination of documentary heritage for the "Memory of the World" Register is an open ended process, I am enclosing a nomination form that you may wish to circulate among interested institutions in your country. Annex 2 of this form lists the selection criteria approved by the International Advisory Committee of the "Memory of the World" Programme, while Annex 1 suggests an Indicative list of factors to be included when drawing up a management plan for documentary heritage to be listed on the "Memory of the World" Register. More detailed indications are given in the General Guidelines to safeguard Documentary Heritage (CII-95/WS-11), which was sent to you previously and is also available on our Web Site under:

http://www.unesco.org/webworld/mdm/en/index_mdm.html

The nomination form is available as well on this site and could be filled in and returned to us on-line.

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All nominations will be examined by the International Advisory Committee, composed of specialists of different cultural backgrounds from all parts of the world, chosen for their authority in the field of the safeguarding of the documentary heritage. Please recall that the key issue here is whether the identified documentary heritage is of world significance.

We therefore suggest that each nomination proposal be introduced by a brief statement highlighting the uniqueness and universal value of the nominated materials. We would appreciate receiving examples that could be displayed as images thereby enabling the Register to comprise representative samples of the richness of the world's documentary heritage.

It should be noted that the nomination of documentary heritage for the "Memory of the World" Register and its selection for registration have no legal or financial implications and that such nominations should be distinct from the submission of project proposals to safeguard and protect the documentary heritage. The International Advisory Committee will examine new nomination proposals during its next meeting foreseen for 1999. However the Bureau will make preliminary assessment of the nominations by September 1998. As the Register is being made available on-line to all countries through the Internet, I invite you to send us, before 30 June 1998, a separate form for each documentary heritage nominated for the "Memory of the World" Register, the corresponding diskette and any illustration material (photographs, slides, ...) you deem necessary. Ideally, we would need digital images in TIFF or GIF format, or, if that is not possible, in JPEG format. If no digital images are available, we would appreciate having slides or photos that we will scan and return to you.

Finally, I should like once again to invite you to envisage the setting-up of a "Memory of the World" National Committee, if it has not yet been established in your country and subsequently of a national Register. We would also appreciate receiving any information or proposal regarding the development of partnerships in your country for the carrying out of the Programme, both with public and private institutions.

Yours sincerely,



Henrikas Yushkiavitchus
Assistant Director-General
for Communication, Information and Informatics

MEMORY OF THE WORLD REGISTER – NOMINATION FORM

The following minimum information is to be supplied with nominations of documentary heritage for the Memory of the World Register. In the case of documentary heritage which is in several locations, or has several owners or custodians, full details of each component, owner or custodian are to be provided.

Nominations and any supporting information should be sent to:

M. Abdelaziz ABID
 Memory of the World Programme
 UNESCO Information and Informatics Division
 1, rue Mollis
 75732 Paris
 France

Summary: Please highlight uniqueness and universal value of proposed documentary heritage.

PART A – ESSENTIAL INFORMATION

1. Identity and Location

- 1.1 Name of documentary heritage
- 1.2 Country
- 1.3 State, province or region
- 1.4 Address
- 1.5 Name of organization or institution (if appropriate)

2. Legal Information

- 2.1 Owner (name and contact details)
- 2.2 Custodian (name and contact details)
- 2.3 Legal status
 - (a) category of ownership (e.g. public, corporate or private)
 - (b) details of legal and administrative provisions for the preservation of the documentary heritage
 - (c) accessibility
 - (d) copyright status

2.4 Responsible administration

details should be given of the mechanism or organization already established, or to be established, to ensure the proper management of the documentary heritage

3. Identification

3.1 Description and inventory

3.2 Bibliographic/Registration details

3.3 Visual documentation, if appropriate (for example, photographs or a video of the documentary heritage)

3.4 History

3.5 Bibliography: Please indicate up to three published sources describing the proposed documentary heritage.

3.6 Names, qualifications and contact details of independent people or organizations with expert knowledge about the values and provenance of the documentary heritage

4. Management plan – see below Annex 1

5. Assessment against the Selection Criteria

5.1 Assessment of the documentary heritage against each criterion described in Annex 2.

5.2 Contextual assessment including an assessment of the importance of a series of documents, the importance of a series of documents in a particular setting, and the assessment against other documentary heritage

5.3 An evaluation of the authenticity

5.4 An assessment of rarity (if appropriate)

6. Consultation

6.1 Details of consultation about the nomination with the:

- (a) Owner
- (b) Custodian
- (c) Relevant Regional or National Memory of the World Committee (if appropriate)

7. Nominator

- 7.1 Name
- 7.2 Relationship to documentary heritage
- 7.3 Contact person (if appropriate)
- 7.4 Contact details
- 7.5 E-mail:

Web Site:

PART B - SUBSIDIARY INFORMATION

Subsidiary information will not be taken into account in the decision to list documentary heritage on the Memory of the World Register but will be included in the database as additional information. Clearly there is some overlap between this information and the information in the management plan. It will be useful to have both for monitoring purposes.

8. Assessment of Risk

- 8.1 Nature and scope of threats to the documentary heritage. The information provided in the *General Guidelines to Safeguard Documentary Heritage (CII-95/WWS-11)*, Chapter 7 Section 2, will assist in assessing the risk to the documentary heritage.

- political climate - voluntary information
- environmental conditions
- physical conditions
- preservation budget
- extent and nature of use

9. Preservation Assessment

- 9.1 An assessment of the preservation of the documentary heritage should include the following considerations. The information provided in the *General Guidelines to Safeguard Documentary Heritage*, Chapter 7, Sections 3, 4, 5, 6 and 7, will assist in conducting this assessment.

- Present physical state
- History of preservation
- Current preservation policy in relation to proposed nominated documentary heritage
- Person or organization responsible for preservation

Annex 1 – Indicative List of Factors to be included in Management Plan

Ideally the management plan for documentary heritage, listed on the Memory of the World Register, will be one component of a total preservation management plan for the whole library, archive or other collecting organization in which the document, collection or holding resides. There may be circumstances where a management plan is developed for specific documentary heritage before a total preservation management plan is created.

The plan must demonstrate an understanding of the significance of the documentary heritage and the development of appropriate strategies to preserve and provide access to it.

The following is an indicative list of factors to be included in a management plan. The information provided in various parts of the *General Guidelines to Safeguard Documentary Heritage (CII-95/WS-11)* will assist in developing a plan. Where appropriate, references to the relevant sections in the *Guidelines* are given below in parentheses. This list will be developed further by the International Advisory Committee as the programme evolves.

- Statement of the significance of the documentary heritage. (Chapter 4, Section 4)
- Access policy and procedures. (Chapter 7, Section 8; Chapter 8, Section 1)
- Details of preservation budget.
- Preservation procedures and policies to control the physical environment – ie air quality, temperature, humidity, light levels, shelving, storage, security, building maintenance, handling by staff and users and display techniques. These procedures and policies should take into account the significance, physical state and required use of the documentary heritage. (Chapter 7, Section 2)
- Preservation treatments employed including details about access to professional conservation expertise and facilities. (Chapter 7, Sections 3, 4 and 5)
- A disaster prevention and recovery plan.
- Number of preservation staff, their qualifications and opportunities for their continued training.
- Description of how the preservation activities are incorporated into general management activities.

Annexe 2 - Selection Criteria

Each register - World, Regional and National - must be based on clearly-defined criteria for assessing the cultural significance of documentary heritage. These criteria relate to influence, time, place, people, subject/theme, form and style, and social value. Documentary heritage may need to meet only one criterion for inclusion in the World Register, but it is more likely to be assessed by reference to several criteria.

Contextual Assessment: There is and can be no absolute measure of cultural significance. Accordingly, there is no fixed point at which documentary heritage qualifies for inclusion in the Register. All assessment is relative. Selection for inclusion in the Register will therefore result from assessing documentary heritage against the selection criteria and in the context of other documentary heritage. The International Advisory Committee will develop detailed specifications for applying the criteria.

Criterion 1 - Influence: Documentary heritage is of world significance if it had a major influence on the history of the world, transcending the boundaries of a national culture.

Examples include political and religious tomes which have helped shape the history of the world. The content of this form of documentary heritage is likely by definition to be well preserved. However, original versions are nevertheless major parts of the documentary heritage of the world.

Criterion 2 - Time: Documentary heritage is of world significance if it reflects in an outstanding way a period of momentous change in world affairs or makes an outstanding contribution to our understanding of the world at a particularly important time in its history.

Such change may be political, social, economic, technological, philosophical or religious, and may take place over a long or short term. For example, documentary heritage may be significant because it dates from a period of revolution or contact between peoples with contrasting cultures, or because it demonstrates a high degree of creative or technological achievement at a particular period.

Documentary heritage is not necessarily of great significance simply because it is old. The concept of antiquity is relative: some countries would consider documentary heritage dating back 100 years as recent. For younger nations, documentary heritage from a comparable period might be regarded as very old. In either case, the documentary heritage can be of world significance.

For example, audio-visual heritage is very recent in relative terms, but may nevertheless be highly significant because of its age relative to other audio-visual heritage. Documentary heritage from the beginnings of the cinema industry may be significant because it illustrates the earliest days of what is now a major worldwide industry. It may also be significant because of its content, relating for example to independence movements or the customs of a particular time and place.

Criterion 3 - Place: Documentary heritage is of world significance if it contains important information about a locality or region which made a crucial contribution to major developments in world history or culture.

Possible examples include documentary heritage relating to places which were especially significant during agricultural and industrial revolutions in various parts of the world, or which witnessed the birth of political, social and religious movements which had a major influence on the history of the world.

Criterion 4 - People: Documentary heritage is of world significance if it has a special association with the life or works of a person or people who have made an outstanding contribution to world history or culture.

This includes documentary heritage created by, written to, or documenting the life of an individual or group of people who had a major impact on the history of the world.

Criterion 5 - Subject/Theme: Documentary heritage is of world significance if it documents in an outstanding way an important subject or major theme of world history or culture.

For example, the Radziwiłł Chronicle project from the Library of the Russian Academy of Sciences in St Petersburg, which is one of the pilot projects for the Memory of the World Programme, has subject as a major category determining its significance. The Chronicle traces the origin of the peoples of Europe and the important events of their history. A rare example of an illustrated Russian medieval chronicle, its drawings and almost 600 miniatures reproduce some of the most important thirteenth century buildings in Europe. For its subject matter, its form and its rarity (see 4.4.21) it is of world significance.

Criterion 6 - Form and Style: Documentary heritage is of world significance if it is an important example of an outstanding form or style.

This includes documentary heritage which exhibits aesthetic or stylistic characteristics which are highly valued beyond the boundaries of a single region or nation. It may also be significant because it represents a medium or a technology which has either disappeared or is fast disappearing.

Some examples of forms which are extraordinary and are endangered are palm leaf manuscripts, illuminated manuscripts, and modern media which have been replaced by other forms in the rapid development of technology.

A pilot project for the Memory of the World Programme seeks to preserve and make accessible manuscripts and documents from the National Library in Prague. Beautiful manuscripts and early printed books are being transferred to digital form to avoid handling of these delicate and endangered documents, and to make them accessible through electronic means.

Criterion 7 - Social Value: Documentary heritage is of world significance if it has outstanding social, cultural or spiritual value which transcends a national culture.

This is especially applicable to documentary heritage which relates to one of the world's major belief systems. For example, a specific political or religious document might not be especially significant in terms of form or content, but might nevertheless be regarded as profoundly significant by large numbers of people.

Secondary Criteria: In addition to these seven major criteria, two further criteria should be taken into account. These may enhance the world significance of documentary heritage, though they are not sufficient in themselves to establish its significance.

- (a) Secondary Criterion 1 - Integrity: The significance of documentary heritage may be enhanced if it exhibits an extraordinary degree of integrity or completeness
- (b) Secondary Criterion 2 - Rarity: The significance of documentary heritage may be enhanced if it is unique or extraordinarily rare.

Documentary Heritage with a Range of Values: Documentary heritage will probably have a range of values relating to two or more criteria. For example, if documentary heritage is significant because of its subject or its creator, it will often be significant for other reasons. If secondary criteria, integrity and rarity, are added, its cultural richness will be further enhanced.

Expert Advice: In assessing documentary heritage, the International Advisory Committee may seek expert advice from scholars, librarians, archivists and other professionals who have expertise relating to the content and form of the documentary heritage being assessed.

Selection Criteria for Regional and National Registers: The Selection Criteria described above may be amended by Regional and National Committees for use when establishing Regional and National Registers. It is however strongly recommended that the World register criteria are used as a model.

