

12. PERIODIZATION, REMOTE STORAGE AND TRANSFER TO ARCHIVAL REPOSITORY

12.1 Purpose

As part of the recordkeeping and case handling functions of an organization, the Noark base and physical records continuously have new registrations and documents added to them. The volume increases, and most of the information and documents will be of less interest as time goes by. This is the basis for periodization, remote storage and transfer to archival repository. These functions apply to both physical records and the Noark base.

Remote storage means that the oldest material, which is no longer used extensively, is stored in an appropriate place (remote-storage records), while the most recent material is kept easily accessible for daily use (active records). Throughout the years, a number of different principles have been employed, many of which have not been particularly successful. The major problems have been

- vague criteria with regard to what is subject to remote storage, leading to doubts as to whether a case is to be found in the active records or the remote-storage records
- lack of system in the remote storage, upsetting the original system of the records during transfer to remote-storage records. This reduces the chances of retrieval

When the Noark standard was introduced from 1984 onwards, a system of regular *registry periods* (or records periods) was established as a standardized solution for the state administration. Put simply, this has the following consequences:

- All cases containing documents which have been registered within a specific time interval, for instance a five-year period, are transferred to remote storage simultaneously and constitute a unit in the remote-storage records.
- All registrations in the Noark base within the same time interval are taken out of the active Noark base and entered into a historic base and/or preserved as printouts on paper or microfiche.

This kind of periodization has been very successful in that there are definite criteria for what is subject to remote storage, and the remote-storage records are systematic and easily retrievable. The principle of having regular remote-storage intervals is appropriate for topic-sorted and generally case-oriented records. For object-sorted records material, however, such as personnel files, client files, property files, etc., such a regular division may occasionally be somewhat impractical. It may be more appropriate to use a different remote-storage principle from one that uses regular time intervals for everything. For instance, one might want to keep the personnel file in the active records as long as a person is employed by the organization, whereas the file may safely be stored in a remote location when the employee leaves. It has also proved difficult to find appropriate solutions for handling records in connection with reorganizations which involve the moving, merging or splitting up of organizational units.

Noark-4 maintains the principle of regular registry periods, but incorporates more flexibility in the remote-storage principles. This should address various needs for various types of records material while making it easier to handle records material in connection with certain kinds of reorganizations. Increased flexibility requires better tracking, and it is therefore provided for the Noark base to keep track of the different principles for remote storage of records. The solution should also make it easier to implement new filing plans, etc.

However, it is not possible to prescribe solutions which are appropriate for all kinds of reorganizations. Such changes occur in many different guises, and each case has to be considered separately.

The principles for remote storage and periodization are based on the Noark records management function keeping track of and controlling the physical records (on paper). The same principles may, however, be employed to great effect for electronic records. The difference is mainly that electronic records are an integrated part of the Noark base, which means that the structure and periodization of the records automatically follow the same principles as the records management system, i.e., no particular intervention is needed for the records.

Transfer to archival repository is meant to relieve the originating organization (records creator) of older records material and provide for the serving of users interested in the material (researchers, etc.). The transfer is based on the structure of the remote-storage records, and its quality will thus be essential to the subsequent use of the material.

12.2 Principles and functions

The functionality of periodization and remote storage in Noark-4 is based on the following main principles:

- A system of clearly defined *records periods* which apply to both physical (paper) and electronic records. Records periods should generally be the same for all records sections within the same *records entity* (see ch. 7), but this is no absolute requirement. The length of the periods (or intervals) are fixed by the organization itself, but they should always be an entire number of years, and the use of shorter periods than 4-5 years is not recommended. All periods do not have to be of the same length, although that does make it easier to keep track.
- The principles for the remote storage of records are decided individually for each records section. The division of the records into records sections should therefore take into account any need to differentiate the remote-storage principles.
- In records sections which are topic-sorted, *all cases* which are *finalized* during the records period, are stored in a remote location. The remote storage is usually carried out two years after the end of the records period. This makes it possible to single out cases which are to continue into the next records period. The functions and procedures are described in more detail in 12.3.1.
- In records sections which are object-sorted, all *objects* which are deemed to be of no current interest at the end of a records period, are stored in a remote location (for

instance, a personnel file for an employee who has left during the records period). Objects for remote storage may be singled out gradually during the period, but the remote storage itself is carried out at the end of the period, preferably simultaneously with the remote storage of the topic-sorted records sections.

If the objects are of a type which will "always" be of current interest (such as farm-number in a district council), it is recommended that the same remote-storage principle be used as for topic-sorted records sections. In this case, however, the remote storage should be postponed until the cases in question are of little interest, for instance by keeping the last two periods in the active records while storing the third-last period in a remote location. The functions and procedures for the remote storage of object-sorted records sections are described in more detail in 12.3.2.

- In records sections which are sorted according to board meeting (minutes, any summons, case plans, etc.), remote storage is carried out for *all meetings* which are held during the records period. The functions and procedures are described in more detail in 12.3.3.
- Registrations for terminated records periods are kept in the active Noark base as long as appropriate, i.e., as long as there is a need for speedy access to the information, and as long as this does not create problems in terms of the size of the base. For paper-based records, this means that the active Noark base may refer to records sections which are to be found in remote-storage records entities. For electronic records, it means that the documents from terminated periods may still be in the active base.
- When the Noark base is reorganized, i.e., when information and any documents from terminated periods are removed from the base, this applies to one or more *entire* records periods. It should not be possible to remove registrations and documents which are associated with active records sections, from the base. This means that cases associated with objects which are of interest for a long period of time, may remain in the active base for several records periods. Registrations and documents which are removed from the active base, are stored in one or more historic bases and kept there until being transferred to archival repository. The reorganization of Noark bases is described in more detail in 12.3.4.

The functions for periodization of the Noark base and for controlling the remote storage of the physical records are mainly associated with the table *Records section* in the record-structure module. The following requirements apply to the system:

K12.1	It should be possible to indicate the remote-storage principle of a records section by means of a formalized code and an explanatory text, cfr. the table <i>Remote-storage code</i> . Topic-sorted records sections should have a remote-storage code for regular periodization (code F) as default, but it should be possible to modify the value.	O
K12.2	For individual records sections, it should be possible to register a records status with a fixed set of values. The permissible values are specified in the table <i>Records status</i> . The values for records status should control the registration options as indicated in K12.3-K12.6.	O
K12.3	The value A (active) should keep the records section open to all kinds of registration.	O
K12.4	The value O (overlap period) should keep the records section blocked against the registration of new cases, but open to the registration of new	O

	documents. When new documents are registered in a case which belongs to a records section having this status, the entire case should automatically be transferred to the <i>successor</i> of the records section, cfr. K12.7 below. The user should be made aware that the case is transferred to a new records section, and be prompted to move the case in the physical records (unless the document is stored electronically). If the sorting principle (filing plan) at the successor is different from that of the predecessor, the user should be prompted to change the filing plan code on the (paper) document.	
K12.5	The value U («uaktuell», i.e., of no current interest) should lead to the records section being blocked (closed) against all kinds of registrations. However, it should still be permissible to move a case or a group of cases (in its entirety) to or from a records section having status U. The system should only allow the move if the two records sections have the same sorting principle.	O
K12.6	The value B («bortsatt», i.e., stored in a remote location) should lead to the records section being blocked against all kinds of registrations. It should nevertheless be permissible to move a case or a group of cases (in its entirety) from another records section to a records section having status B. In such situations, the system should check that the two records sections have the same sorting principle.	O
K12.7	A records section having status O should always refer to a successor which constitutes the corresponding records section in the next records period. It should also be possible for records sections having status B or U to refer to a successor.	O
K12.8	Records sections should be identifiable through a unique number, and it should be possible to associate the individual records sections with a records period by referring to the number of the period.	O
K12.9	All records sections should have a start date registered. Records sections having status B should also have an end date registered.	O
K12.10	It should be possible to register a physical address for all records sections.	O
K12.11	It should be possible to register notes on all records sections.	O

Using the functionality described above, the periodization may be represented as a structure in the Noark base. When the base is to be divided according to this structure, i.e., the Noark base is reorganized, functions for data export and the controlled deletion of information from the base are required. The following requirements apply:

K12.12	The system should be able to export data from the base in accordance with the export format specified in chapter 15. The export function should be able to handle all the attributes which according to chapter 14 should be included during export, and which have been implemented in the system. The export function should, furthermore, be able to include any additional information in accordance with K3.50.	O
K12.13	It should be possible to export freely selected parts of the base, such as a records section, cases created during a specific time interval, etc.	A
K12.14	There should be a standardized function for exporting <i>records periods</i> from a Noark base. This function should comply with the requirements of K12.15-K12.16.	O

K12.15	It should be possible to export one or more <i>entire records sections</i> as specified by the user. This export includes both registrations and electronic records (if present in the base). The system should flag which records sections are exported using the standardized function. The user should be able to reset these flags with a view to re-running the export job.	O
K12.16	In addition to the cases included in the specified records sections (K12.15), it should be possible to have the export include cases from other records sections whose record date is within the specified period. For these cases, a <i>copy</i> of the following is exported: <ul style="list-style-type: none"> • all case information • the value in <i>records section</i> is kept unchanged, indicating which records section the case now belongs to • the value in <i>case status</i> is changed to KU ("kopiert utdrag", i.e., copied excerpt) • all registry entries whose record date is within the specified period, including their associated information (this normally means that only some of the registry entries within a case are included) • for electronic records (requirement type O2) only: all electronic documents associated with the included registry entries The record sections subject to such copying should <u>not</u> be flagged for completed export.	O
K12.17	The system should be able to delete entire records sections from the base. It should only be possible to delete records sections which are flagged for completed export.	O
K12.18	The system should be able to import data from the export format of a Noark base. This import may include all the attributes which according to K12.12 should be exportable.	O
K12.19	The system should furthermore be able to export and import all attributes which are not obligatory for export/import.	A
K12.20	During export, the system should include an attribute which identifies the base from which the export has been made. During import, this attribute should be stored in the base to which data are imported. The format should comply with the specifications of EI.BASEID in paragraph 15.2.2.1, cfr. K10.7.	O1
K12.21	A Noark system should be able to operate on several records data bases in parallel. The bases are distinguished from each other through the attribute for base identification, cfr. K12.19 above. The base identification should provide for uniqueness in cases of overlapping between the number series of different bases.	A
K12.22	If a physical division within cases is used (see K7.17), it should be possible to move records sections to other records sections, exactly as for entire cases according to K12.5 and K12.6. This is an obligatory requirement if K7.17 is implemented.	A
K12.23	If a physical division within cases is used (see K7.17), the system should provide for case sections associated with a records section exported according to K12.15, to be exported in a similar manner to that of entire cases within the records section. If the cases concerned belong to a records section which is included in the export, no particular action is necessary. If, on the other hand, the cases are not included in the	A

	<p>export in their entirety, the export should include a <i>copy</i> of the following from the cases concerned:</p> <ul style="list-style-type: none">• all case information• the value in <i>case status</i> is changed to SD («saksdel», i.e., case section)• all registry entries included in the case section• for electronic records (requirement type O2) only: all electronic documents associated with the included registry entries <p>This is an obligatory requirement if K7.17 is implemented.</p>	
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12.3 Procedures and routines

The procedures for periodization, remote storage and transfer to archival repository determine the subsequent quality of the records. It is therefore important to implement them securely and accurately, and to document them well. It is recommended that the following procedures and routines be strictly followed, and any deviations deemed necessary should be thoroughly evaluated, planned and documented. If special conditions apply to a records section, such as the transfer of the material to another organization, the note field in the table *Records section* should be used to account for this.

It is also important to be familiar with rules and regulations concerning remote storage and transfer to archival repository. The state administration has had such rules for a number of years, and similar rules are likely to be introduced for local and regional administrations when the new Archives Act enters into force. Individual repository institutions are also likely to make demands in connection with the transfer.

In view of this, one is generally recommended to contact the repository institution to which the transfer is to be made, for the drawing up of remote-storage procedures as well as for the reorganization of a Noark base.

12.3.1 Remote storage of a topic-sorted records entity

The remote storage of a topic-sorted records entity, i.e., the records sections using a topic-based sorting principle, follow the division into records periods. All cases which are finalized within the records period in question, are stored simultaneously.

To make the transition between two records periods fit in as smoothly as possible with the daily routines, it is recommended that the first two years of each new records period be defined as *overlap period*. As the name suggests, this is to be regarded as a transitional phase between the old period and the new one. The overlap period is used to clarify which cases are still active and should thus continue into the new records period, and which have been finalized and thus belong to the terminated period.

At the end of the overlap period, it is time to take stock and carry out remote storage. The active cases (belonging to the new period) are those which have been created during the overlap period as well as those older cases to which new documents have been added during the overlap period. Finalized cases (belonging to the terminated period) are those which have not been active during the overlap period. Depreciation of any non-depreciated

documents in these cases is carried out, whereafter remote storage is carried out for all cases which belong to the terminated period.

Figure 12-1 shows the overlap periods in relation to the records periods and the time of remote storage.

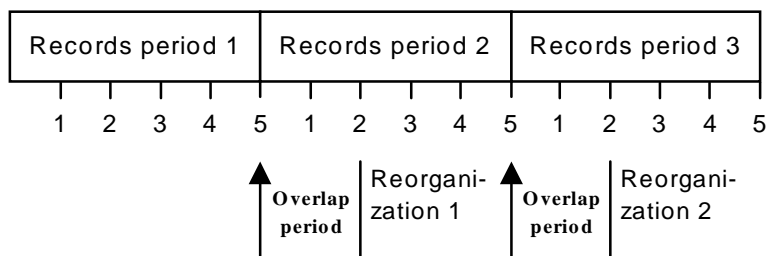


Figure 12-1: Use of overlap periods for periodization

The following procedure is recommended for periodization and remote storage:

- At the beginning of the overlap period, records status is set to O for the records sections where a period division is envisaged. This means that these records sections are automatically blocked against any registration of new cases. At the same time, new records sections having status A are being created. These are registered as successors to those with status O. The same records section may, if desired, be registered as successor to several records sections.
- In the physical records, separate files are created for the new period, so that it is possible to distinguish between the cases of the new and old periods. The two sets of files are kept in separate records entities for the duration of the overlap period.
- In electronic records, no particular action is required. The division into records sections follows automatically from the registrations in the records management system.
- Cases which are new and documents which are subsequently registered in these are always associated with a records section having status A.
- When a new document is registered in a case from the old period, i.e., in a records section having status O, the entire case is automatically moved to the succeeding records section, and the system prompts the user. The user must make sure the case is moved into the new physical file for the new period, and must, if applicable, change the filing plan code if the sorting principle (filing plan) has been changed compared to the old period (cfr. the prompt from the system). The relation between the successor and the predecessor should make it easy to determine which records section the case has been transferred from.
- At the end of the overlap period, it must be checked whether all cases which still belong to records sections having status O (i.e., the old period), have been finalized, i.e., having *case status* = A (or, if the attribute *Case status* is not used actively, whether all registry entries in these cases have been depreciated). Should there be any cases which have not been finalized and are non-finalizable after two years of passiveness, the case should be transferred to the successor. Active precedent cases, i.e., precedent cases for which the precedent has not been revoked, are transferred to the successor. After this, the status of the terminated records section is changed from O to B, and the physical records for the

period is stored away (if the procedure recommended above has been followed, it already constitutes a separate unit). The section for remote storage is blocked against any new registrations.

- Remote storage of finalized records sections (periods) in electronic records is part of the procedures for the reorganization of the Noark base, cfr. 12.3.4 below.

If an overlap period is used and the above procedure followed, the following cases should continue into the new records period:

- Cases which have been created during the overlap period, i.e., after the period division
- Cases from the previous period to which new documents have been added during the overlap period
- Active precedent cases (i.e., from which the precedent has not been revoked) from the previous period
- Any cases from the previous period which have been passive during the whole overlap period, but which nevertheless cannot be finalized at the end of the overlap period

To the terminated period (records section for remote storage) belong those cases which were finalized during the concerned records period.

It should be possible to use the system of overlap periods in Noark-4 for most period divisions, far more than in Noark-3 and Koark, cfr. sub-chapter 12.5. However, this presupposes a careful definition of records sections and the relationship between them (predecessor/successor). Through the definition of records sections, it is possible to use an overlap period even if the filing plan is modified, and even if organizational changes are made within the organization which the Noark base covers.

When changes are made which make it necessary to move the records to an organization that does not use the same Noark base, it will be necessary to use some kind of *sharp period division* where singling out/remote storage/transfer is carried out as soon as a period has terminated. However, even in such cases, a careful definition of records section is useful in order to provide for orderly conditions. It is also recommended that notes on records sections be used in order to document what has been done.

12.3.2 Remote storage of object-sorted records sections (object series)

In object-sorted records sections, it will often be appropriate to let the remote storage follow the objects, i.e., no periodization is carried out within the cases relating to one object; instead, the entire file for the object is stored simultaneously. This is because cases relating to certain objects may be of interest for a long time, typically for as long as the objects themselves are of interest to the organization. Examples of such material are personnel files relating to the employees of the organization, client files, student files, property files, etc. Cases relating to other object may, on the other hand, soon be of less interest due to a loss of interest in the object itself. This may happen when an employee leaves the organization, a client relationship is terminated, a student leaves, a property is sold, etc.

An obvious remote-storage principle for such material would be to *store the entire file for those objects which are no longer of interest*. However, it is not advisable to just store

away the files as soon as employees leave, properties are sold, etc. The remote-storage records must follow the same sorting principle as the active records, and it is thus necessary to make sure that the remote-storage material is sorted according to this principle - alphabetically by person name, in ascending order of "gårds- og bruksnummer" (i.e., farm- and farm-unitnumber), etc. For practical purposes, the material must be divided into time intervals, i.e., sorted according to the relevant sorting principle within that time interval (period) and then packed in cases and stowed away. The same records periods should be used as for the topic-sorted records sections within the same records entity, since this makes it easier to keep track of things and provides for consistency in remote-storage records material.

In the Noark base, one records section is defined for each object series which is to follow this remote-storage principle, and for these records sections a case date and records status A ("active") are registered. Such records sections are, in principle, "eternal", i.e., they exist as long as the object series is used, and their status does not change.

For remote storage of such records sections, two alternative procedures may be used:

Option 1:

- At the end of a records period, or two years later when the overlap period for the topic-sorted records sections is terminated, a separate records section for remote storage is created from each object series for the terminated period. These records sections get records status B ("bortsatt", i.e., stored in a remote location), which means, among other thing, that it is blocked against normal registration. As successor to an individual records section having status B is registered the corresponding records section in the active records entity (which has status A).
- The object-sorted records sections of the active records entity are searched through, and objects which during the terminated period have been classified as having no current interest, are retrieved. All cases relating to these objects are then transferred, using a collective command, to the appropriate records section for remote storage, and an end date is registered for this records section (= last date in the terminated records period).
- In the physical records, the files for each object that is no longer of interest, are removed from the active records and stored in a remote location, in the same order that they had in the active records.

Option 2:

- Separate records sections for the remote storage of objects of no current interest from the individual object series of the period are created already at the start of a records period. These records sections get status U ("uaktuell", i.e., of no current interest) and are blocked against normal registration. As successor to each records section is registered the corresponding records section in the active records (with status A).
- In the physical records, separate "divisions" (cabinets, drawers, filing jackets, etc.) are reserved for remote storage of objects of no current interest from the individual series.
- As objects are deemed of no interest, all cases relating to the objects are moved, using a collective command, to the appropriate records section for remote storage. The object file in the physical records is moved to the reserved location for remote storage. These operations may be carried out periodically rather than individually, for instance by moving all objects which have been judged as being of no current interest during the last year.

- At the end of the records period, the status of the concerned records sections changes from U to B, and a new end date is registered. New records sections having status U are created to continue the process, cfr. the first indent. The successor to a records section with status B is changed into a new records section with status U, and the successor to this is a records section in an active records entity (having status A).
- In the physical records, remote storage is simultaneously carried out for those object files which through the above procedure have been set aside for remote storage.

In electronic records, the division into records sections follows automatically from the registrations in the records management system. Remote storage of electronic records is part of the reorganization procedures for the Noark base, cfr. 12.3.4 below.

Not all the object-sorted records sections described below are likely to be suitable for remote storage according to the procedures described above. It may occasionally be appropriate to follow the same principles as for topic-sorted records sections, in which case the procedure in 12.3.1 is followed. In other cases, there are objects which will "always" be of interest. Even so it may be appropriate to follow the regular periodization that applies to topic-sorted records sections, but in such a way that for instance the latest two records periods are always kept in the active records.

12.3.3 Remote storage from records sections sorted according to board meetings

Records sections which are sorted according to board meetings, contain minutes, summons, case plans, etc. The documents are associated with individual board meetings, and because of this they are sorted chronologically according to the date of the meeting and board case number. The material is not registered. It constitutes a separate record series and is not linked to the structure of the case records in a recordkeeping sense (records management through case and registry entry). In terms of contents, however, there is an obvious connection, since the documents predominantly concern the handling of one or more cases from the case records (records cases).

Material which is sorted chronologically, is particularly suitable for regular period division and remote storage in accordance with this. The following procedure is recommended:

- The same records periods as for topic-sorted records are used.
- When a records period is terminated, the status for the concerned records section changes to B, and the records section is thus blocked against new registrations. The end date for the records section is registered (= last date within the records period).
- A new records section is created as successor to the terminated one. It gets status A, and new documents are linked to it.
- Documents in the physical records are stored in a remote location (cfr. rules and regulations for public records with regard to binding, etc.).

There is, of course, nothing wrong with postponing the remote storage until the end of the overlap period of the topic-sorted records sections. This will make it possible to carry out all remote storage in one operation.

12.3.4 Periodization and reorganization of the Noark base

It follows from the description above that the active Noark base may well include several records periods. This makes it easy to keep track of the most recent parts of the bulk of records, even those parts which are located in remote-storage records.

The active base should normally never be completely empty, unless fundamental changes are carried out in the records organization and system which necessitate this. The solutions presented above presuppose, as a minimum, that the base always contains the registrations of the last two years (the overlap period). However, it is generally recommended to always keep the last terminated records period in the base, and it may in many cases be appropriate to keep several - provided that the storage and handling capacity of the system is sufficient.

It is just as important that any reorganization of the Noark base (i.e., singling out of registrations and documents which are of no current interest) must include one or more *entire, terminated records periods*. The singled out records periods should normally be entered into separate historic databases. A historic database should always contain one or more *entire* records periods. It is also necessary to produce an export version of the singled-out material for transfer to archival repository.

The following procedure should be followed (see also rules and regulations for the periodization and transfer of records material from public administration):

- It is decided which parts of the base should be reorganized. This should cover all registrations and any electronic records associated with one or more entire records sections. All records sections must have records status B; they are in the following described as a finalized part of the Noark base.
- A report of the *records summary* type is produced (see paragraph 11.3.1) which covers all records sections included in the finalized part of the Noark base. The report is printed on paper and stored as part of the main documentation of the records entity, cfr. records plan.
- One or more transfer lists are produced for the finalized part of the Noark base. The transfer list(s) follow the specifications of paragraph 11.3.8 and are produced for each records section separately or as one list divided into records sections. See also the current regulations.
- Before reorganizations, the finalized part of the Noark base should be copied to "flat files" in the export format described in chapter 15. In addition, registrations from the same records period(s) that is/are later moved to other records sections, ought to be included, cfr. K12.16.
- One or more historic bases are established, covering the finalized part of the Noark base as well as any other registrations from the same period, cfr. the previous indent. Historic bases may be produced through import to a Noark system from an export format, or through direct copying from the active base.
- Files in the export format and historic bases must always be organized so that they cover one or more records periods, including registrations and any electronic records, as well as any other registrations from the same period, cfr. the above. The association with the corresponding physical records material in a remote-storage records entity must be documented well.

- When all the previous indents have been completed and its quality controlled, the finalized part of the Noark base may be deleted from the active base.

12.3.5 Transfer to archival repository

If periodization and remote storage is completed in accordance with the regulations and the procedures recommended above, the foundation will have be laid for a successful transfer in due time. This does, however, presuppose communication with the relevant repository institution in order to clarify the exact procedures of the transfer, including packaging and transportation, as well as choice of storage media for electronic material.

It is important to note that electronic material should normally be transferred at an earlier stage than hardcopy (paper) material. In connection with a reorganization of a Noark base, one should therefore plan the transfer as part of the procedure, including the communication with the relevant repository institution.

12.4 Changes from Noark-3 and Koark

Following is a brief summary of the major changes, all related to the *basic version* of Noark-4 (requirement type O). A complete technical specification of all exceptions is included in chapter 16.

- The definition of *records sections* and the relationship between these (predecessor/successor), see ch. 7 above, makes periodization more flexible in Noark-4 than in Noark-3 and Koark.
- The concept of *records period* in Noark-4 replaces the *registry period* of Noark-3 and Koark. Material from one records period comprises a physical unit in the physical records and a corresponding logical unit in the Noark base.
- Noark-3 and Koark presuppose that the division into periods is consistent throughout the entire base, and that remote storage is carried out simultaneously for all finalized cases. Noark-4 permits several different remote-storage principles, and these may be different for individual records sections. It is recommended that the records periods be the same for any individual *records entity*, but there is nothing to prevent separate records sections from deviating from this norm.
- In Noark-3 and Koark, the database should be reorganized simultaneously with the remote storage. In Noark-4, it is recommended that finalized records sections be kept in the base until the end of the next records period. When the database is reorganized, this operation should always include *entire* records sections.
- The principle of overlap periods is continued. Its use is recommended for records sections which use "regular periodization" as remote-storage principle, i.e., all finalized cases within the period are stored simultaneously. Within such records sections, its use is recommended to a wider extent than what follows from Noark-3 and Koark, such as for the implementation of a new filing plan. A sharp division between periods is recommended only in special cases.
- Noark-4 describes the remote storage and periodization of records sections organized according to board meetings. This is not described in Noark.

- The export and transfer format in Noark-4 is completely new, specified in SGML. The format includes all parts of the Noark base, including the board-handling module and electronic records.
- Noark-4 presents electronic storage (in history database and/or export format) as the only solution for the preservation of reorganized data from a Noark base.