

7. MODULE FOR ADMINISTRATIVE STRUCTURE AND RECORD STRUCTURE

7.1 Purpose of module

This module has two main purposes:

- linking cases and registry entries with the *administrative unit* responsible for the processing (case handling), and thence with the person who is executive officer or case responsible
- linking cases and registry entries with the *record structure* of the organization

The administrative structure should permit an infinite number of levels, services, departments, sections, offices, etc.

Two elements of the record structure must be described by this module:

- record-organizational units (*registry management units*)
- physical/logical units for the storage of records documents (*records* and *records sections*)

Division into records sections is a new feature in Noark-4 and a condition for periodization of the records according to the principles outlined in chapter 12.

In this module, the administrative structure should be completely independent of the record-organizational structure. A records entity or a records section may thus cover:

- an entire administrative unit (e.g., a department)
- parts of an administrative unit
- several administrative units

The module must also allow the individual organization to operate with different kinds of decentralized registry, e.g.:

- centralized registration (entry into records) and decentralized filing
- decentralized registration (entry into records) and centralized filing
- decentralized registration (entry into records) and decentralized filing

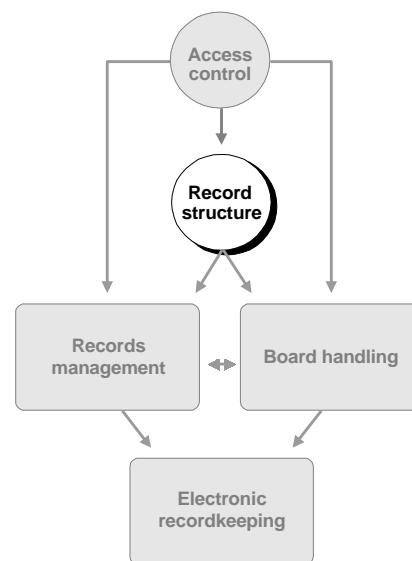


Figure 7-1: Position of record-structure module in Noark

7.2 Module design

Information on the administrative organization is handled by the table *Administrative organization*. The same table is used for all levels of the administrative hierarchy.

The most important tables for the description of the record structure are *Records*, *Records section*, *Registry management unit*, *Sorting principle* and *Order value*.

The following figure shows the relationship between these tables. For the sake of clarity, references to other tables in other modules have been included.

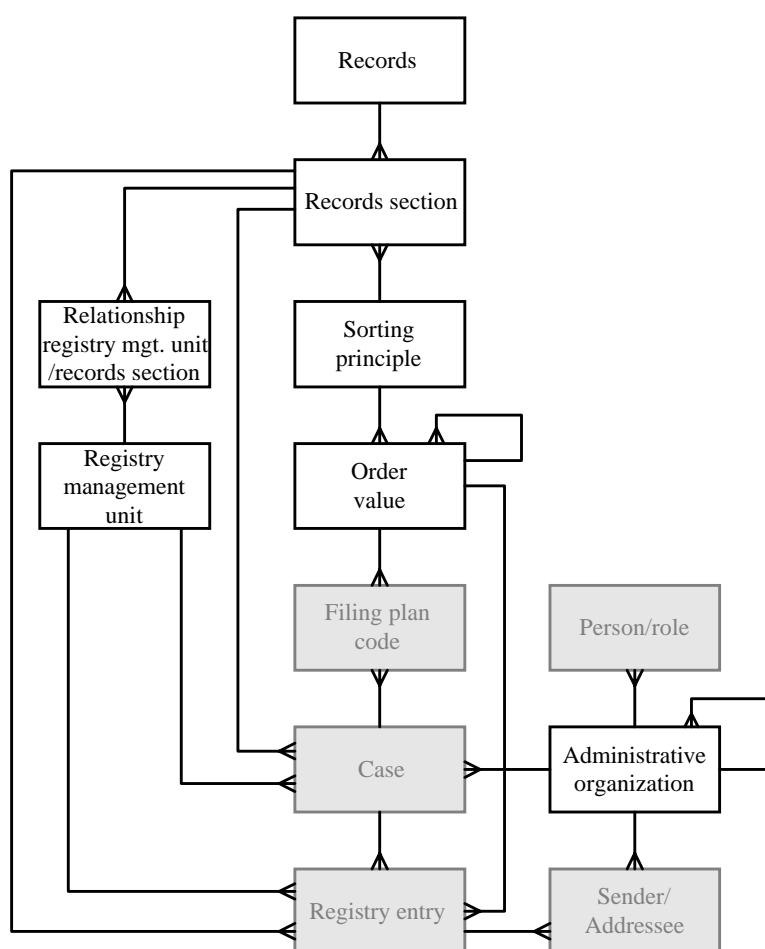


Figure 7-2: Administrative structure and record structure

7.2.1 Administrative structure

In Noark-3 and Koark, the administrative structure could only consist of two levels (usually referred to as department and office). The lowest level (office) was linked to executive officer/case responsible. This left little scope for flexibility, and large organizations, in particular, had problems describing their organization within this framework. Noark-4 must therefore permit an infinite number of administrative levels.

One way of solving this as far as the system is concerned, is by storing all data on the administrative structure in a single table, *Administrative organization*. A record in this table must contain an attribute which refers to the higher-level unit, which will be another record in the same table. On the top level, this attribute will be empty. In addition, there must also be an attribute which indicates whether the record in question is a department, an office, a section, etc.

It should be possible to preserve the organizational history by keeping shut-down units in the table. However, units which have been shut down, should not be used for registration. For instance, if a search finds a department which has been shut down, it should be able to point to the replacement department. A practical way of solving this might be to have an auxiliary table, *Alias for administrative unit*, which points from one unit to another.

K7.1	In the basic version, it should be possible to describe the administrative structure with at least three levels.	O
K7.2	In an enhanced version, it should be possible to describe an administrative structure with an infinite number of levels.	O1
K7.3	Searches for an administrative unit should automatically include any lower-level units. It should, however, be possible to perform the search without this kind of inclusion.	O1
K7.4	It should be possible to trace any changes in the administrative structure by preserving information on the previous structure.	A
K7.5	When searching for administrative unit(s), the system should also be able to find the same unit under any previous names, cfr. <i>Alias for administrative unit</i> .	A

The administrative structure is associated with the tables *Case* and *Sender/Addressee* (and thus with registry entries) in the records management module in a 1:M relationship. The association with the access-control module is a 1:M relationship with the table *Person/Role*.

7.2.2 Record structure

The record structure includes the following elements, which also make up separate tables in the data model:

- *Registry management unit*: A registry management unit (registering unit) is an organizational unit responsible for registration (entry into records) and other activities associated with the recordkeeping function and registry of the organization. A registry management unit is often associated with a particular records entity (cfr. the definition of records below), but this is not necessarily the case. In Noark-4, the relationship between registry management unit and records (records section) should be M:M. In the data model, the relationship is maintained by the table *Relationship registry management unit/records section*.

K7.6	The record-organizational structure may be different from the administrative structure, and may be described through one or more registry management units.	O
K7.7	The relationship between registry management unit and records/records section should be M:M.	O

The registry management unit is a record-organizational quantity and not part of the record structure which comprises the documents themselves.

- *Records*: This concept replaces the *partial records* of Noark-3 and Koark. It includes those documents which are produced or received by a single records creator and collected as part of his/her/its activities - also known as *records entity*. A public agency may be one records creator and thus have one records entity (centralized registry), or it may have several records creators (departments, services, etc.) which create their own records entities (partial records). If a records entity is paper-based, it comprises a physical unit. If it is electronic, it must be considered a logical unit, and the physical structure may vary considerably without affecting the logical consistency of the records.

K7.8	A records database according to the Noark standard may consist of one or more physical/logical records entities (centralized or decentralized registry).	O
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- *Records section*: A records section is an arbitrarily defined section of a records entity, but it is assumed that the material in a records section is divided and sorted using a common sorting principle as primary key. The relationship between *Records* (entity) and *Records section* is 1:M. In some contexts, it may be appropriate to consider records section as synonymous with *record series*, but the two concepts are not necessarily congruent.

The following might justify splitting a records entity into records sections:

- To distinguish between a topic-sorted records entity and those records sections which are object-sorted (secondary systems in state filing plans, object series in the municipal K-code system). Examples of object-based records sections are personnel files ordered by name, property files sorted according to farm- and farm part-number, etc. See also *Sorting principle* below.
- To distinguish between records sections which need different principles of periodization, cfr. chapter 12. Such division will presumably give the same result as the previous indent in most cases.
- To distinguish between periods in the records - active records, remote records, cfr. chapter 12.
- To distinguish between registered case documents and board documents which have not been registered (entered into records), cfr. chapter 9.

If there is no need for such subdivision, then the entire records entity is defined as one records section.

An important attribute in the table *Records section* is *Records status*. Among other things, *Records status* indicates if a records entity is active (status A), if it is in a transitional phase (status O) or if it is remotely stored (status B). Another attribute works as a flag which decides if it is permissible to register more cases under a records section. More detailed information is given in the technical specifications (paragraph 14.4.7).

K7.9	It should be possible to subdivide a physical/logical records entity into one or more records sections. Organizations are free to define records	O
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	sections according to need.	
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- *Sorting principle:* Describes the principle behind the sorting of the cases in one or more records sections. There is a 1:M relationship between sorting principle and records section. A sorting principle will normally be a filing plan code or part of a filing plan code. It may be topic-based (primary system in state keys, etc., subject codes in the K-code system) or object-based (secondary systems in state keys, etc., object types in the K-code system). If the sorting principle is also used for the division of cases (see below), this should be indicated by a separate attribute in the table.

K7.10	It should be possible to associate a primary sorting principle with each records section.	O
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- *Order value:* This indicates which values are permissible within a sorting principle. There is a 1:M relationship between the two tables. It should be possible to use the order value for any type of sorting principle, be it topic-based or object-based. The concept of order value corresponds to file code or secondary code according to state filing plans, and to subject code or object code according to the K codes. To the user, i.e., in screen panels and printouts, the order values should be presented together with the prompt which the user organization has included for the sorting principle in question, for instance "file code" and "secondary code" for state filing plans, "subject code" (or possibly "department class", "common class", etc.) and "object code" for the K codes.

It should also be easy to distinguish between primary and secondary order value. If the sorting principle is hierarchically structured (as for the standard key of the state administration), there should be a reference to the higher-level value (in the same table). For values which permit further secondary subdivision (e.g., file code 221 - Personnel files in the standard key of the state administration), there should be a reference to the secondary sorting principle.

It should be possible to register customized values, i.e., values which have not been predefined but added by the user. Such continuous updating is mainly relevant for object-based codes.

K7.11	Order values may be object-based or topic-based.	O
K7.12	It should be possible to have hierarchically structured order values, for instance using a decimal system.	O
K7.13	A single order value should permit further subdivision according to a secondary sorting principle.	O
K7.14	It should be possible to create a separate records section for a single order value which is further subdivided according to a secondary sorting principle (e.g., »221 Personnel files» in the standard key of the state administration, which is subdivided by name as secondary sorting principle).	O
K7.15	During coding according to filing plan, it should be permissible to use customized order values if the sorting principle so permits.	O

The order values usually have a pre-defined structure, for instance in the form of a complete filing plan. In some cases, the text relating to some order values may not

provide an adequate description of the contents of a case, and this may cause problems later on when searches are performed in the case. For this reason, it should be permissible to associate a topic word/ key word of free choice with an order value. These topic words/key words are included in a table, *Key word/topic word order value*. The topic words may be associated with the same list of topic words which is used for the document description (see chapter 5).

K7.16	It should be possible to associate one or more topic words/key words with an individual order value; searching for key words should result in the corresponding order value being retrieved and linked to the hit list.	A
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- *Division of cases*: Order values should normally be applied to the case record; i.e., all registry entries and documents in the case should have the same order value. However, Noark-4 also provides for the grouping of documents within the same case by assigning different order values to the registry entries. This is called *division of cases*. The order values assigned to a registry entry must belong to a sorting principle permitted used for the division of cases, cfr. the table *Sorting principle* (paragraph 14.4.8). In screen panels and printouts, the term *case section* is used for a group of registry entries which have been assigned the same order value.

Dividing cases is normally only a logical grouping of registry entries within a case, but it may also in some situations be necessary to divide a case physically, i.e., file individual case sections separately. Noark-4 provides for this through the registration of *records sections* for individual registry entries.

Physically dividing a case in the records usually runs contrary to good and justified recordkeeping principles. This opportunity should not be resorted to unless there are very good reasons for it, and a physical division of cases should always be well documented. One possible usage is where cases comprise several objects, and where there is a need, *after the case has been finalized*, to file documents associated with the individual objects (e.g., person, family, property, etc.).

If recordkeeping is electronic, the division of cases will generally be logical and thus unproblematic as far as filing is concerned. However, at the time of periodization and reorganization of the database, any case sections associated with different records sections from that of the rest of the case must be taken into account, cfr. K12.22 and K12.23.

K7.17	It should be possible to divide a case into case sections by assigning order values to the registry entries of the case.	A
K7.18	It should also be possible to associate registry entries which have been assigned a separate order value, directly with a records section which may be different from the records section with which the case is associated. This should indicate that the documents associated with the concerned registry entry have been removed from the case (for paper documents: physically) and filed in the records section and according to the order value which is registered in the registry entry.	A

7.2.3 Reference from the record structure to the records management module

Order values (file codes) are assigned to individual cases according to filing plans. Identical order values link together cases which belong together on the grounds of their subject matter. For paper-based recordkeeping, the order value is the address of the folder where the documents reside. An order value must be registered when a case is created.

In the basic version of Noark-4, there should be room for at least two order values for a case: a primary code and a secondary code. It should be possible to use both subject (topic) codes and object codes, and the user should be able to choose which code is primary and secondary. This is in line with the solution in Koark, but slightly different from Noark-3, which presupposes that object codes are always secondary. In this context, a subject code, according to the municipal K-code system, is regarded as one code with up to three components, cfr. the solution in Koark.

In an enhanced version of Noark-4, it should be possible to assign filing plan codes to a case using an arbitrary number of order values. The order values may be part of a hierarchy (primary, secondary, tertiary), or they may be independent of each other. In the data model (chapter 14), it is assumed that subject codes according to the three classes in the K-code system are treated as three separate order values, but there is nothing to stop the system from treating them as one three-component order value. See also paragraph 4.2.3, where the formal system requirements for assigning filing plan codes are included.

In order to make it possible to divide cases, the table *Registry entry* includes attributes for *Case section* (where it is possible to specify order value) and *Records section*, cfr. paragraph 14.2.8.

7.2.4 Examples of physical/logical sorting of case documents

In order to make the above principles clearer to the reader, a few examples illustrating how the record structure may work in practice follow.

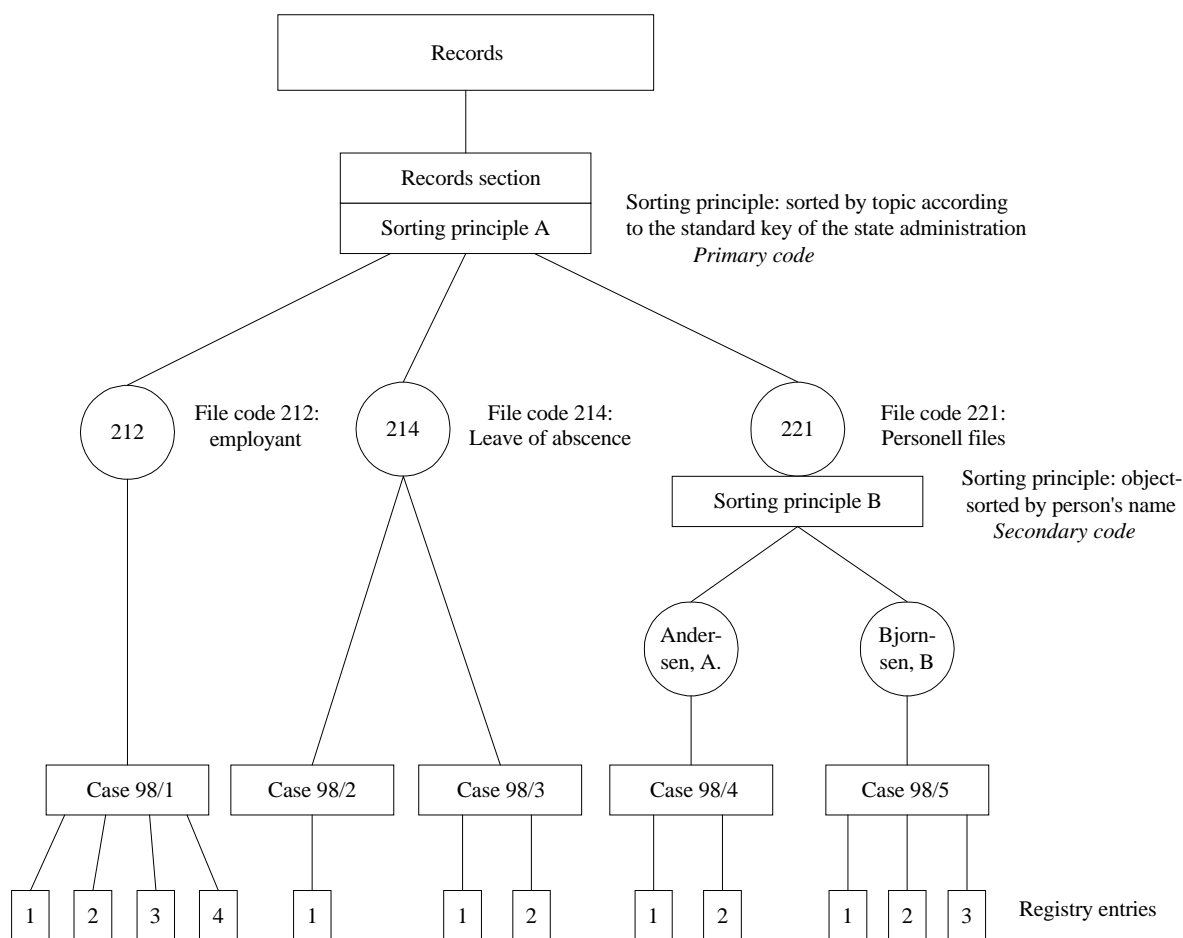


Figure 7-3: One records section, no division of cases

This records entity consists of only one records section sorted according to the standard key of the state administration, which is a topic-based filing plan based on the decimal system. Each case is assigned a file code (212, 214, etc). If the recordkeeping is paper-based, all documents which belong to a case, are stored in a folder onto which the case number has been written. The documents in the folder are sorted by document number. Each file code has its own file in the records, and in these files are put the folders in ascending order of case number. The files themselves are sorted by file code.

For file code 221 - *Personnel files*, there is a break in the topic-based sorting order. The files are here sorted by "object", in this case alphabetically by the persons' family names. In the standard key of the state administration, the object codes are always secondary to the primary subject (topic) code. Cases 98/4 and 98/5 thus both have a primary and a secondary code associated with them. Still, it has been decided to let the entire records entity belong to the same records section.

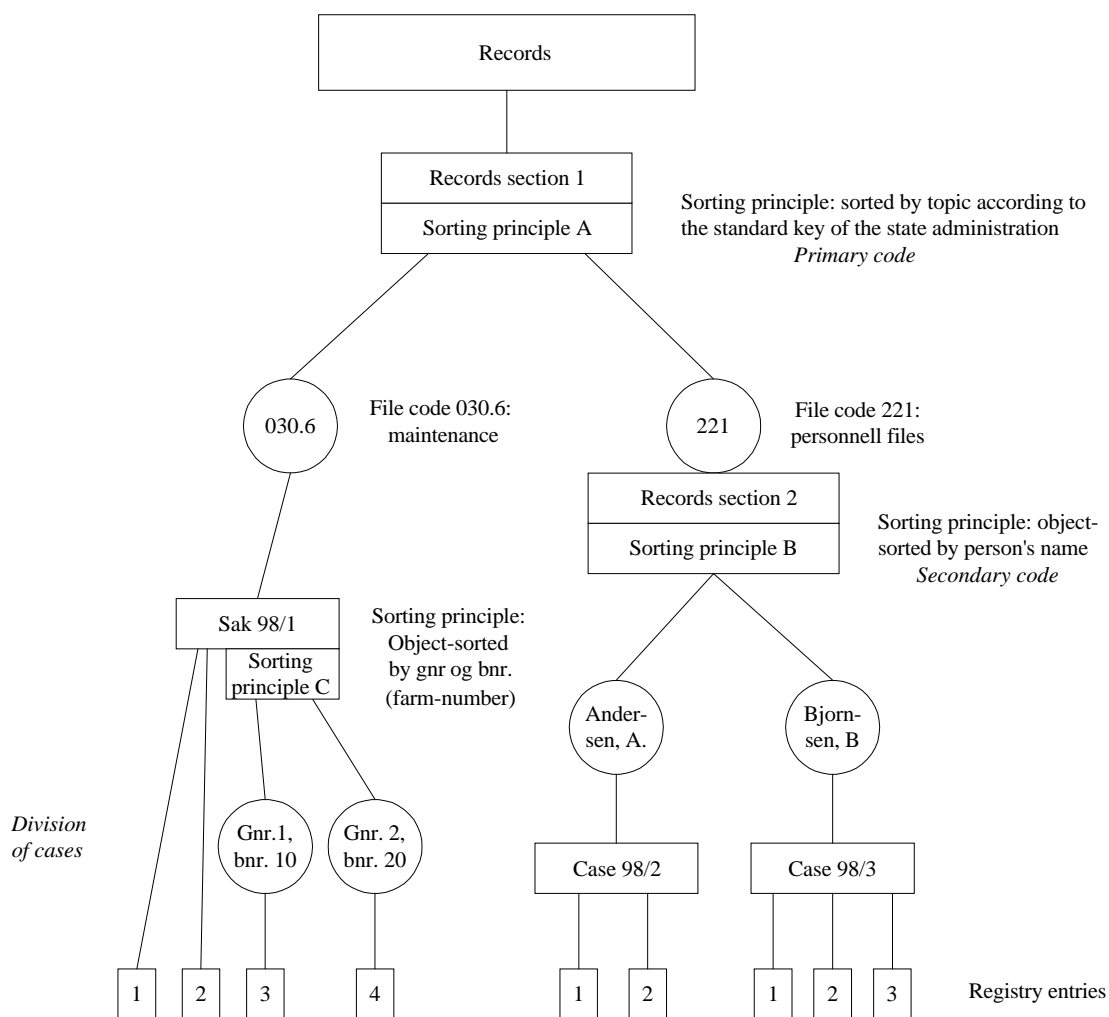


Figure 7-4: Two records sections and division of cases

The above example also uses the standard key of the state administration, but here the personnel files (file code 221) are defined as belonging to a separate records section. This is permissible because these files are sorted by another principle. One reason to have these in a separate records section may be that their periodization follows different principles from that of the topic-based records entity.

Case number 98/1 is divided by assigning separate order values to two of its registry entries; these follow a different sorting principle from that of the case itself. Registry entries 1 and 2 are only associated with the case, whereas numbers 3 and 4 have in addition been assigned an object code each - in this case the compound farm numbers used in Norway ("gårdsnummer" and "bruksnummer"). These two registry entries are thus associated with separate case sections.

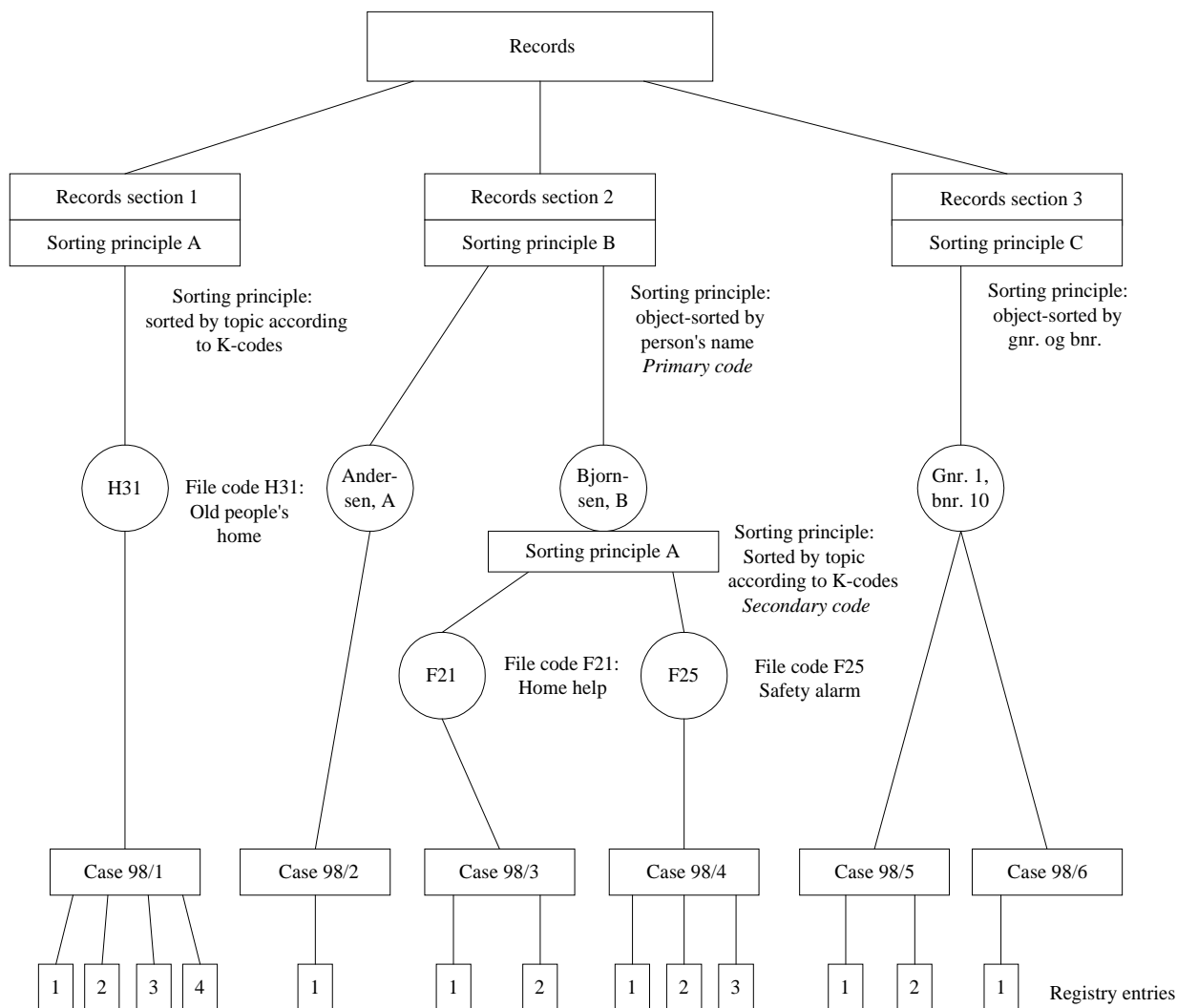


Figure 7-5: Three records sections

This records entity is sorted according to the municipal K codes. A K code is a three-component code consisting of common classes, department classes and additional classes. For filing plan codes for certain types of cases, it is permissible to combine two or three classes.

The K codes allow object codes to be primary, and in this case the records entity may be divided into three equivalent records sections sorted by different principles (one topic-based and two object-based).

It is also permissible to have secondary subject (topic) codes under the primary object code. Cases 98/3 and 98/4 are coded in this way.

7.3 Procedure requirements

The tables in the record structure module are typical auxiliary tables which must be filled with data before the system is implemented. Except for *Filing plan code*, none of the other tables are updated continuously. However, at times of reorganization, *Administrative structure*, and possibly *Registry management unit*, should be updated. Information on shut-down units should be preserved, but it should no longer be possible to use them for registration purposes. When a new filing plan is implemented, the tables *Sorting principle* and *Order value* should be updated, and the system must associate the values of the new plan with the pertinent principle. The old values should be preserved, but it should no longer be possible to use them.

7.3.1 Centralized - decentralized registry

Even if the organization has a decentralized registry with several registry management units and physical records entities, all registry data may be registered in the same database. Even for organizations with "surrounding services", a shared database may be an option. All registrars, executive officers and managers will be linked to a specific registry management unit, and it should be possible to configure the system so that they only "see" the cases which belong to these. They may, of course, be given access to search the entire database, if desirable.

The simplest way to organize the registry is by having a centralized registry where both registration and physical storage is carried out in one place. For small organizations, this is the natural thing to do. However, many large organizations have traditionally had a decentralized registry, where each department keep their own records entities ("partial records"). When a new registry system is introduced, one ought to consider whether it is still necessary to keep several records entities.

If the departments are geographically far apart, the most practical thing will still be to have one records entity (and one registry management unit) in each place - at least as long as recordkeeping is paper-based. Paper documents should always be filed close to the workplace of the executive officers.

However, as electronic recordkeeping is implemented, centralization seems natural. It is still possible to have several records entities, but each entity is then a logical unit rather than a physical one. Very large organizations - e.g., district councils with their services with separate tasks - probably ought to keep several registry management units and records entities.

Dividing a records entity into records sections should be based on functional and practical considerations. It is primarily in order to simplify procedures relating to remote storage and periodization that such division is introduced. It has previously proved difficult to remotely store a whole records entity in one operation following the same principle (i.e., the cases should be finalized). Typically, another kind of accessibility is needed for cases which are sorted by object (e.g., personnel files) than for cases sorted by topic.

7.3.2 Handling internal documents

7.3.2.1 The concept of internal documents

The concept of *internal documents* has been used in the Noark standard since it was established in 1984. Its use of the concept is based on § 5 of the Freedom of Information Act, under the heading »Unntak for interne dokumenter» [»Exemptions for internal documents»]. The first subparagraph of § 5 deals with documents »et forvaltningsorgan har utarbeidet for sin interne saksforberedelse» [»drawn up for internal preparatory purposes by an administrative body»], i.e., documents which the body prepares for its own use, and this forms the basis of the use of concepts in Noark.

However, the use of concepts in this area is not very precise. In Noark, it has been considered natural and practical to consider internal documents as documents which are communicated within an administrative unit (department, section, office, etc.) or between units which register in the same Noark base, i.e., both the sender and the addressee register their documents in the same database. In cases where the limits of a Noark base is not identical to the limits of an administrative body, the use of concepts in Noark may differ from that which is used in the Freedom of Information Act referred to above.

A further complication is the ambiguous use of this concept in the Freedom of Information Act. The second subparagraph of § 5 thus deals with documents drawn up »for et organs interne saksforberedelse» [»for internal preparatory purposes of a body»] which are prepared by a lower-level unit, by special advisers or experts or by a ministry for use by another ministry. The concept is used in a much wider sense here than in the first subparagraph. For this reason, both the Report to the Storting regarding freedom of information within public administration¹ (page 55) as well as the Archives Regulation use the concept of "*organinterne dokumenter*" (documents which are internal to the organization) about documents as referred to in the first subparagraph of § 5 of the Freedom of Information Act. However, the concept of organization is not always defined in a clear and unambiguous way, cfr. the Report to the Storting, pages 65 – 66.

With this in mind, it is necessary to emphasize how the concept of *internal document* is meant to be read in *Noark-4*. It is meant as *base-internal* documents, i.e., documents which are internal to a Noark database, or, more precisely, *documents whose sender and addressee register in the same Noark database*.

In most cases, a Noark base will cover an entire or parts of a public body. (Technically, several bodies may use the same base, but this is likely to happen only in exceptional circumstances.) Normally, internal documents in Noark-4 will be either the same as documents internal to the organization according to the Freedom of Information Act or a sub-category of such documents. In the following discussion of procedures for internal documents, internal documents in Noark-4 means internal to the organization according to the Freedom of Information Act.

Based on the above, there may be cases where external documents in Noark-4 (document types I and U) are internal to the organization according to the Freedom of Information Act. There may also be special circumstances where internal documents in Noark-4

¹ Stortingsmelding [Report to the Storting] no. 32, 1997-98.

(document types N and X, but not S) are external according to the Freedom of Information Act. These circumstances must be taken into account during the production of public register, cfr. chapter 8.

7.3.2.2 Procedures for handling internal documents

Public administration procedures for handling internal documents (i.e., internal to the organization) have been less stringent than those concerning external documents. This is partly because registering and filing internal documents has traditionally not been practised to a wide degree. When it has been done, especially in large organizations with a decentralized structure and registry, the internal documents have been treated as external. Part of the reason may be that internal documents should be available to both the sender and the addressee, who are both internal. In decentralized organizations, it has often been necessary for both the sender and the addressee to file such documents, although this is contrary to the principle of avoiding duplicate registration and filing.

The following procedures are recommended in connection with Noark-4:

- Communication between units which do not use the same Noark base, are registered as external documents of type I for incoming and U for outgoing documents, irrespective of whether the recordkeeping is paper-based or electronic, and irrespective of whether the two units are parts of the same organization or parts of different organizations.
- Communication between units which use the same Noark base, are internal according to the definition of Noark-4. These are normally registered as being of document type N, X or S, depending on what function they have. The following procedures should be followed:
 - The sender should always be responsible for the registration. The document is, in other words, registered by the registry management unit to which the sender belongs. If the document has one or more addressees specified (obligatory for document type N), the registry management unit of the addressee must always be registered, so that the document is entered into the records of the addressee. If the recordkeeping is electronic, the sender should be responsible for the filing.
 - If the registry management unit of the addressee is different from that of the sender, the sender should normally not register anything for the case handling attributes of the addressee. These attributes will be filled in by the registry management unit of the addressee, partly as a receipt for the received document, partly as part of the internal distribution. There may, however, be exceptions from this rule of thumb. If both dispatch and recordkeeping is electronic, and the sender knows who is going to process the document, the most appropriate thing will usually be to have the sender register everything and have the document sent straight to the executive officer for processing (after it has been filed electronically by the sender). The set of procedures to be employed should be documents in the archival plan of the organization.
- A case should always be filed together (with any exceptions which may apply for separate filing of case sections - see above). Responsibility for filing always rests with the registry management unit that created the case.
- Document type S must always be treated in accordance with the applicable procedures for documents for board handling (see chapter 9).

- If the Noark base includes several records entities and the recordkeeping is paper-based (fully or partially), it may be inconvenient to have internal documents filed in only one location. A case may be handled by two or more administrative units attached to separate records entities, only one of which contains the filed case. For those attached to the other records entities, it may be cumbersome to get hold of the relevant documents, especially if considerable geographical distances are involved. Furthermore, control is lost over the filing of documents which the unit itself has processed or produced. This problem only applies to paper-based records – electronic documents will be available to all users with the necessary access rights. The following alternative solutions may be envisaged:
- The records entity or entities which do not have archival responsibility for the case, may temporarily file documents which have been processed (received or produced) by units served by this records entity – in separate files, »memo-copybook«, etc. Such temporary records material should normally be disposed of in connection with periodization and remote storage.
- One may choose to use an external document type (I or U) when registering (paper) documents which are sent between units attached to different records sections. The sender thus registers an outgoing document in one case, while the addressee registers the same document as incoming in another. Both of them file a copy of the same document in the same way as if they were communicating externally. This solution thus involves duplicate registration and filing, and it may appear untidy to have the same document registered twice in the same base. On the other hand, this solution is identical to what would have happened if the two units had used separate Noark bases, and there may be situations where two cases which partly involve the same documents, develop in different directions in the two units, especially if the two units are relatively independent of each other. It must be up to the management of the organization to decide whether to employ such solutions. If it is done, stringent procedures must be drawn up which are well documented in the archival plan.

7.3.3 Development of and changes to topic-based filing plans

When a topic-based filing plan is implemented for one or more records sections, this involves assigning to all cases in the concerned records section(s) a file code according to this plan. The file code that is assigned to a case, locates the case within a topic-based structure. For paper-based records, it also specifies physical location.

It is assumed that this structure is common to the entire records section, and that it remains unchanged as long as the records section exists – i.e., both while it is active and new cases are added to it, and after its active use ceases and it is stored remotely or transferred to archival repository. If the structure is changed, the same file code may mean different things in different cases, and the result is more or less chaos instead of structure. It is generally not acceptable to assign new filing plan codes when changes are made to the filing plan. Apart from this being a very laborious task where mistakes are easily made, a basic recordkeeping requirement stipulates that the records entity should reflect the reality that existed when the entity was created.

This involves the following requirements for procedures relating to Noark-4:

- As a rule of thumb, no changes should be made to a topic-based filing plan which has been implemented. The following exceptions apply:

- extending the plan by introducing new file codes in a way that does not affect the codes already assigned
- changes to the text description which complements without changing the contents.
- When it is necessary to make changes which affect file codes in use, a new (revised) filing plan is implemented, and new records sections are created where this is used. Old records sections are preserved unchanged, and the associated filing plan is preserved together with the records material.

7.4 Essential tables in the module

Only essential tables have been included here. For a full summary of the tables in this module and their attributes, see part II, Technical specifications, paragraph 14.4.

Table name	Text
Administrative organization	Contains a summary of administrative units, their relative hierarchy and, if appropriate, the date when they were shut down.
Records	Records entity. Describes the physical/logical records of the organization (previously called partial records).
Records section	Contains information on a part of a records entity where the material is sorted according to a common sorting principle. Records sections may have the status of active records, records in a transitional phase or remotely stored records. The table contains information on sorting principles, whether the documents are filed electronically or on paper and information concerning periodization and remote storage.
Registry management unit	Describes the organizational units responsible for registering in the records system.
Sorting principle	Contains the sorting principles (topic- or object-based) which are used or have been used as filing plans by the organization.
Order value	Contains the values which are part of a sorting principle. The order values may be hierarchically structured. Disposal rules may be associated with the individual values.

7.5 Changes from Noark-3 and Koark

Noark-4 defines an administrative structure and record structure which is much more flexible than that of Noark-3 and Koark. The major changes are presented here, and there is a complete technical description in chapter 16.

Basic version (requirement type O):

- The concept of *records* (meaning records entity) replaces the *partial records* of Noark-3 and Koark.
- The concept of *records section* is new to Noark-4, i.e., it is not used in Noark-3 or Koark. A records section is an arbitrarily defined part of a *records entity*, cfr. paragraph 7.2.2. Subdividing a records entity into records sections makes it possible, for instance, to use differentiated principles for remote storage (see chapter 12).
- In Noark-4, the relationship between *registry management unit* and *records entity* is M:M. In Noark-3 and Koark, the relationship between *registry management unit* and *partial records* is M:1.
- In Noark-4, both subject (topic) codes and object codes may be primary file codes. This also applies to Koark, but not to Noark-3.
- Noark-4 permits an unlimited number of levels in its administrative structure. In Noark-3 and Koark, this was limited to 2 - 3.

Enhanced version (requirement type O1):

- A case in Noark-4 may be assigned a filing plan code with an arbitrary number of *order values* (file codes). These may be organized hierarchically (primary, secondary, tertiary), but it is also possible to register additional codes outside the hierarchy. In Noark-3 and Koark, the number of file codes is limited.

Recommended functionality (requirement type A):

- The option of *dividing cases* (into *case sections*) is new to Noark-4.