

International Design Competition for the National Archives Museum

Competition Brief

2024. 11.



National Agency for
Administrative City Construction

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1. Competition Regulations

1.1 Competition Title

"International Design Competition for the National Archives Museum"

1.2 Background and Objective

- 1) The National Archives Museum will be built within the National Museum Complex, a symbolic cultural space of the country, and as an exhibition and cultural space where one can experience Korea's excellent documentary heritage, it will provide an opportunity to experience the value of archives and the importance of archives management.
- 2) The National Archives Museum is a representative record (archive) exhibition space that symbolizes Korea and serves as a storage and research base facility for the history and materials of records of Korea.
- 3) It emphasizes the value of records that can be utilized in various fields as evidence, information, and cultural resources, and presents differentiation from existing history museums.
- 4) The purpose of this international design competition is to select the optimal design plan for the establishment of the 'National Archives Museum' against the background described above.

1.3 Project Overview

- 1) Project : The National Archives Museum
- 2) Scope

Classification	Contents	Notes
Title	International Design Competition for the National Archives Museum	
Location	Cultural facility lot (Culture S-1-10) in S-1 neighborhood district, Sejong, Korea	Project Site of the National Archives Museum within the National Museum Complex (Culture S-1)
Period	2024 ~ 2028	
Region/District	Semi-residential area, District unit planning area	
Facility type	Urban planning facilities (cultural facilities)	
Site Area	9,973m ²	The Entire National Museum Complex : 75,402m ²
Building Area	8,794m ²	1) The entire National Museum Complex : 81,555m ² 2) Adjustable within ±5% range 3) Excluding underground parking area

		(The underground parking lot area must be planned separately.)
Building Size	2 stories below ground, 5 stories or less above ground	22m or less in height
Construction Cost	32,889,000,000 KRW (Estimated)	Including VAT, excluding electrical work costs
Total Design Fee	1,102,000,000 KRW	Including VAT and electrical design fee (88,000,000 KRW, to be ordered separately)
Architectural Design Fee	1,014,000,000 KRW	VAT included (excluding electrical design fee)
Design Period	24 months from the date of contract	
Others	Building coverage ratio: 50% or less, Floor area ratio: 200% or less, No Floors: 5 floors or less	1) District unit plan 2) Applicable to project site (9,974m ²)

- 3) The guidelines for size of building and parking lot planning must be reflected in [3.4 Architectural Planning].
- 4) Calculation of building coverage ratio and floor area ratio must comply with the guidelines in the district unit plan.
 - (1) Existing facilities : National Children's Museum, Integrated Facility, National Museum of Urbanism and Architecture, National Design Museum, National Digital Cultural Heritage Center).
 - (2) Site Area : 75,402m²(Existing facilities 65,429m² + National Arcives Museum 9,973m²)
 - (3) Building Area : Existing facilities 13,518m² + Area of National Arcives Museum
- 5) When planning an underground parking lot, an appropriate area must be planned separately in addition to the total floor area (8,794m²) presented. However, the Building Act, Parking Lot Act, and other related laws and regulations and the traffic impact assessment results must be referenced and the plan must be made within the estimated construction cost.
- 6) The underground parking lot may be subject to changes such as an increase or decrease in area or a change in location depending on budgetary circumstances during the design process, and the winner must change the parking plan within the above architectural design fee.
- 7) Participants cannot exceed the estimated construction cost (excluding electrical work costs), and must propose a feasible plan within the estimated construction cost and submit an Outline Statement of Estimated Construction Cost (Form 10).
- 8) The estimated construction cost may change depending on the budget and circumstances of the organizer, and there is no increase in the design fee due to an increase in the construction cost.
- 9) Electrical design and construction are ordered separately in accordance with

relevant laws and regulations and the organizer directly enters into a separate contract.

1.4 Competition Type

- 1) This design competition will be implemented as a "general design competition" and an "international design competition" in accordance with Article 52 of the Enforcement Decree of the Construction Technology Promotion Act, Article 21 of the Architectural Service Industry Promotion Act and Article 17 of the Enforcement Decree of the same Act, and the "Architectural Design Competition Operation Guidelines."

1.5 Competition Schedule

Items	Date	Notes
Announcement	2024. 11. 13.(Wed)	Via Official Website
Site Briefing	2024. 11. 26.(Tue) 13:00~16:00 (Voluntary attendance)	TBA
Registration Period	2024. 11. 22.(Fri) ~ 12. 11.(Wed) ~17:00	
Inquiry reception	2024. 11. 22.(Fri) ~ 11.29.(Fri)	
Reply to Inquiries	2024. 12. 6.(Fri),	Via Official Website
Submission	2025. 2. 11.(Tue) 11:00~17:00	
Technical Review	2025. 2. 13.(Thr)	
Jury Review (1st round)	2025. 2. 20.(Thr)	
Jury Review (2nd round)	2025. 2. 25.(Tue)	
Announcement of Results	2025. 2. 27.(Thr)	Via Official Website

※ The above schedule may be adjusted according to the circumstances of the host. In case of change, it will be posted on the competition website (www.archivesmuseum.kr) and the participants will be notified by e-mail.

※ All schedules and times are based on Korean time (GMT+9:00).

1.6 Organizer

- 1) The National Agency for Administrative City Construction is the organizer of this competition and the ordering department is the National Museum Complex Team.
- 2) The competition organizer is responsible for the funding of the competition and oversees all of its related matters.
- 3) The organizer approves the decisions of the Jury Committee and is in charge of the follow-up actions on design competition results.

1.7 Competition Administration

- 1) To ensure smooth progress and management of the design competition, the organizer appoints a competition management consultant as follows:
- 2) The competition management consultant performs the registration of participants, Q&A and submission of works, conducts technical review, and assists in the entire process of the jury review.
- 3) The competition management consultant : M.A Architects and Partners

1.8 Language and Units of Measurement

- 1) The official languages of the competition are Korean and English.
- 2) All measurement units are in the metric system.
- 3) Official documents related to the competition will be written and distributed in Korean and English. In the event of any conflict in interpretation between the Korean and English versions, the Korean version will take precedence.
- 4) Participants' forms and inquiries must be written in Korean or English, and competition submissions(design works) must be written in Korean.

1.9 Eligibility

- 1) Domestic architects (licensed architects, including corporations) can participate individually or jointly.
- 2) Foreign architects (licensed architects, including corporations) must participate by forming a consortium with domestic applicants.
- 3) A maximum of two people (individuals or corporations) can apply jointly, and one of the joint applicants must be selected as the representative applicant and registered.
- 4) The representative applicant must be a person who holds an architect's license in accordance with Article 7 of the Architectural Act of the Republic of Korea as of the date of announcement, has completed the registration of establishment of an architectural office in accordance with Article 23 of the same Act, and does not have any disqualifications in accordance with relevant laws and regulations.
 - (1) In the case of joint applications, the applicant's representative must have all the above qualifications, and If elected, the applicant's representative will become the main contractor.
 - (2) If any violation of qualifications is found, the election may be cancelled.
 - (3) As of the date of announcement, any architectural firm that has been subject to administrative measures such as cancellation of registration, suspension of business, closure of business, suspension of business, or suspension of qualification cannot participate in the design competition. After the selection of the winning work, there must be no suspension of business, suspension of qualification, or other administrative measures until the date of signing the contract with the organizer.
- 5) In the case of a foreign architect, as of the date of announcement, he/she shall

be a qualified architect in accordance with the laws of their country and must participate jointly with domestic architects. In this case, the representative of the applicant shall be a domestic architect.

- 6) The applicant representative will become the representative of the consortium and will play a role in coordinating and overseeing all work, and the legal rights, responsibilities, and obligations associated with the competition will belong to the representative.
- 7) Participation Restrictions
 - (1) Those who have registered as a representative or joint applicant cannot participate in this design competition more than once.
 - (2) Anyone who directly or indirectly participated in the project, such as a member of the National Archives Museum Design Competition Steering Committee, a member of the Jury, a member of the Technical review committee, or their immediate family members, cannot participate in this competition.
 - (3) Employees of the organization or company to which the committee member belongs cannot participate in this competition.
 - (4) If a relevant committee member is a full-time faculty member, such as a professor, associate professor, or assistant professor, of a university according to Articles 14 and 15 of the Higher Education Act of the Republic of Korea, the full-time faculty members' belonging to the same department or college as the applicant cannot participate in this competition.
 - (5) If a person who violates the above qualifications registers to participate, the competition organizer and administrator may reject the registration.

1.10 Site Briefing

- 1) Date : 2024. 11. 26.(Tuesday) 13:00 – 16:00
- 2) Venue : 130, Eoulluri-ro, Sejong-si, Republic of Korea, Integrated Operation Center, the National Museum Complex
- 3) Depending on the circumstances of the organizer, the site briefing may be cancelled, in which case each person must collect information within the designated time. If the competition organizer and administrator are asked to explain the site condition on-site, they can respond within the site briefing time.

1.11 Registration

- 1) Registration Period : 2024. 11. 22.(Friday) ~ 12. 11.(Wednesday) ~17:00
- 2) Participants must register on the competition website (www.archivesmuseum.kr) by the deadline for registration.
- 3) To complete registration, access the competition website and follow the instructions to enter the required information. The unique identification number (PIN number) provided at this time will be used to identify participants and submitted works during the competition period.
- 4) It is possible to add, delete, or change joint participants, excluding the joint

representative, within the registration period. If there is a change in the members, a joint participation agreement must be submitted along with the submission of the entry.

- 5) By applying to the design competition, participants are deemed to have agreed to comply with all regulations of the guidelines and cannot raise any objections.

1.12 Inquiries

- 1) Period of inquiries : 2024. 11. 22.(Friday) - 11. 29.(Friday) (Limited to inquiries made within the given period)
- 2) Reply date : 2024. 12. 6.(Friday) (Posted on the website)
- 3) Participants may ask questions through the competition website after registering as a member of the competition website. Inquiries are not accepted through separate e-mails or phone calls.
- 4) The contents of the Q&A are considered as supplementary or revised information to the design competition regulations, and any disadvantages that arise from the participant's failure to confirm this cannot be raised with the organizer.
- 5) Answers to questions will be provided on the website so that all participants can see them, and individual replies will not be provided. (If the response schedule changes, it will be announced on the website.)
- 6) If inquiries are not related to the competition guidelines, we may not respond.

1.13 Reference Materials and relevant Forms

- 1) Reference materials and forms are provided by downloading directly from the competition website after registering as a member of the competition website.
- 2) Part or all of the provided data cannot be used for any purpose other than this design competition.
- 3) Site-related Materials
 - (1) Material 01: Project site drawing data (CAD file) (This provided material may differ from the actual situation and conditions, so the winner must correct this when designing after contracting. At this time, the scope of work may be adjusted.)
 - (2) Material 02: Foundation Survey Report of Neighboring Area
 - (3) Material 03: Site Photos
 - (4) Material 04: Additional explanatory materials related to the site and adjacent facilities
- 4) References
 - (1) Material 05: Master Plan for National Museum Complex
 - (2) Material 06: National Museum Complex Design Guidelines
 - (3) Material 07: Materials related to building plans for adjacent facilities
 - (4) Material 08: National Archives Museum Space Composition and Exhibition Operation Basic Plan (Draft)
 - (5) Material 09: Cross-section CAD file of Jecheon stream
 - (6) Material 10: CAD file(Floor Plan, Elevation, Cross-section) of surrounding

facilities (Children's Museum, Integrated Facility, Museum of Urbanism and Architecture, National Design Museum, National Digital Heritage Center)

(7) Material 11: Materials related to the city symbol plaza

(8) Material 12: Administrative City Development Plan, District Unit Plan Decision Drawing, District Unit Plan Decision Record, District Unit Plan Implementation Guidelines, Administrative City Traffic Impact Assessment

(Please refer: <https://happycity2030.or.kr>)

5) Task Description

(1) Material 13: Task Description(Korean)

6) Relevant Forms

(1) Form 1 : Application of Design Competition

(2) Form 2 : Representative Appointment Agreement

(3) Form 3 : Joint Application Agreement

(4) Form 4 : Pledge

(5) Form 5 : Confidentiality Agreement

(6) Form 6 : Request of Jury Member Evasion(When Necessary)

(7) Form 7 : Power of Attorney(Subsubmitting by agent)

(8) Form 8 : Agreement to Use and Change of works

(9) Form 9 : Architectural Outline and Area Table

(10) Form 10: Outline Statement of Estimated Construction Cost

(11) Form 11: Design Competition Submission Form

(12) Form 12: Design Description, Presentation Material Cover

1.14 Submission for the 1st round Jury Review

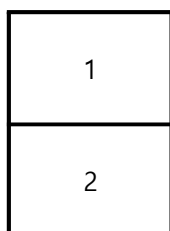
The types of submissions are as follows:

Classification	Format	Quantity	Notes
Design Panel	A1 (841mm×594mm)	2 Sheets	Landscape(Horizontal) Orientation
Design Description	A3 (420mm×297mm)	15Copies	No more than 15 pages (excluding cover, including table of contents and slip sheet), Landscape orientation
Forms	Forms and Required Documents		<ul style="list-style-type: none"> - [Form 1] Participation application form - [Form 2] Appointment of Representative - [Form 3] Agreement of Joint Application - [Form 4] Pledge - [Form 5] Confidentiality Agreement - [Form 6] Request of Jury Member Evasion - [Form 7] Power of Attorney - [Form 8] Agreement to Use and Change of works - [Form 9] Architectural Outline and Area Table - [Form 10] Outline Statement of Estimated Construction Cost - [Form 11] Design Competition Submission Form - Copy of Certification for Completion of Report on Business Operation of Architect - Copy of Business Registration Certificate - Architect's Administrative Disposition Inquiry (A document proving that registration is not canceled, closed, shutdown, or suspended, issued by the registration office) <p>※ The documents below apply to both the representative and joint applicants.</p> <ul style="list-style-type: none"> - Copy of Architect License (Participants from countries without qualifications must submit a certificate from the National Association of Architects) ※ In the case of foreign architects, additional documents translated into Korean must be submitted.
USB		1	Design Panel <ul style="list-style-type: none"> - 1~2 Design Panel Image File (300dpi) - (File Name) PIN_No_panel_01.jpg
			Design Description <ul style="list-style-type: none"> - Design description PDF without PIN number on the cover - (File Name) PIN_No_description.pdf
			Images <ul style="list-style-type: none"> - Representative image, perspective view, etc. (300dpi) - (File Name) PIN_No_image_01.jpg

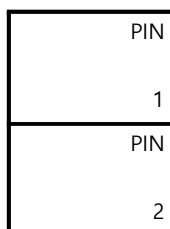
		Drawings	- Site Plan, Floor Plans, Elevations, Sections etc - (File Name) PIN No_drawing_01.dwg
		Relevant Forms	- (File Name) PIN No_documents.pdf (Save all submitted documents as one PDF file)

① Design Panel

- 1) The design panels consist of 2 sheets of A1 (841mm×594mm) size attached without borders on a 10mm foam board (horizontal direction)
- 2) The scale of drawings (plan, elevation, section) to be included in the design panels shall be 1/300. The scale of the site plan is 1/600.
- 3) The arrangement of the panels is as follows.



[Front]



[Back]

- 4) The design panels are arranged at the applicant's discretion and must include the following:
 - (1) Design outline : Site area, Building area, Floor area, Plot ratio, Number of Parking and etc.
 - (2) Total Aerial view
 - (3) Site Plan
 - (4) Floor plan of each floor
 - (5) Elevation, Section (At least 2 each)
 - (6) Interior and exterior perspective view
 - (7) Concept of exhibition space
 - (8) Other conceptual diagrams, explanatory drawings, etc. that express the main contents of the work
- 5) If a PIN number is displayed on the front of the drawing, it will be reported to

the jury panel and may be disadvantageous during the review process.

② Design Description

- 1) The design description ([420mm x 297mm_horizontal direction], A3 size) should be written within 15 sheets (including cover page, table of contents, and separator).
- 2) The design description should be printed on white paper so that the short side is vertical, stitched on the left side, and bound with adhesive (no spring binding). 15 copies should be submitted.
- 3) The design description is freely prepared according to the designer's intention by referring to the following contents.
 - (1) Cover (use for 12)
 - (2) Table of Content
 - (3) Aerial view
 - (4) Interior and exterior perspective view
 - (5) Basic planning direction (design intent and idea)
 - (6) Site Plan
 - (7) Floor plan of each floor
 - (8) Elevation, Section (At least 2 each)
 - (9) Detailed explanation of concept of exhibition space
 - (10) External space plan
 - (11) Other information necessary to explain the contents of the proposal
 - (12) Regulation & Legal Review
 - (13) Architecture Outline and Area Table(use form 9)
- 4) On the cover of the design description(using Form 12 provided through the website), only the name of the design competition is written, and out of the number of copies submitted, only 2 copies are marked with a personal identification number on the upper right corner of the cover, and the rest are not marked.
- 5) If a PIN number is found on the inside of the design description, it will be reported to the jury panel and may result in disadvantages during the review.

③ USB

- 1) Design panel: 300 dpi or higher, jpg format (same file as submitted)
- 2) Design description: Submit the cover and contents in PDF format (1SET, high quality print), but all drawings must be submitted together with an additional CAD file.
- 3) Submission documents: Organize all other documents including the form in the order listed in [1.14 'Types of submissions_Table'] and save them as a single PDF file
- 4) Related images: Representative images and bird's-eye views, perspective views, layout drawings, etc. (300 dpi, for future publication production)
- 5) Create a folder in the USB and write the title as the PIN number.
- 6) Create 5 folders in the PIN number folder and title them as "1.Panel",

"2.Description", "3.Images", "4.Drawings", "5.Documents" and include the corresponding files.

- 7) Design panels are designated by writing the PIN and drawing number, such as "PIN number_panel_01.jpg", "PIN number_panel_02.jpg", etc., and for other file titles, refer to [1.14 'Types of Submissions_Table'].
- 8) Submit the USB memory stick with the participant's PIN number written on it.
- 9) The format must be supported by Windows 10 or lower.
- 10) The digital data submitted is for the publication and promotion after the design competition, so it must be identical to the content of the final submission.

④ Notes on Submissions

- 1) All drawings and documents can be freely expressed, and there are no restrictions on the use of colors.
- 2) Design panels and design descriptions must be written in Korean, and some words such as titles and real names can be written in English alone.
- 3) It is possible to include reference images or photos that were not created by the participant, but the source or citation must be indicated.
- 4) Any scale other than that specifically specified may be used arbitrarily, and the orientation of the site plan and floor plans must be such that the northwest, which is the entrance to the National Museum Complex, is on top.
- 5) The area and name of each space must be indicated on the drawing.
- 6) The jury panel may impose disadvantages such as disqualification on those who arbitrarily adjust the size of buildings and sites shown on the drawing to something different from the facts.
- 7) The organizer is not responsible for any damage that occurs during or after the submission process. If the submission is damaged or lost for unspecified reasons, the organizer may request that it be resubmitted, and the participant must resubmit the same submission.

⑤ Submission Date and Venue

- 1) Each participant may only submit one work.
- 2) Submissions must be submitted directly according to the designated time and location below.
 - (1) Submission Date: 2025. 2. 11. (Tuesday) 11:00-17:00
 - (2) Submission Location: Government Sejong Convention Center (will be notified later if changed)
- 3) All submissions must be completed by the deadline, and submission, modification, and replacement are not possible after the deadline.
- 4) The organizer may request additional documents if necessary, and in that case, the format and submission method will be announced on the design competition website.

1.15 Submission for the 2nd round Jury Review

- 1) Submission for the second round of jury review is only applicable to participants selected in the first round of review.
- 2) The submission location and time will be announced on the official website after the first round of review.

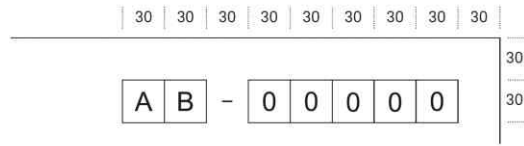
Classification	Format	Quantity	Notes
Presentation Material	A4(297mm×210mm), Landscape Orientation	15 copies	30 sheets or less, left-hand binding (spring prohibited)
Video	mp4		Brief video (under 1 minute)
USB		1	PPT and Video file for presentation included

- 3) Video Expression Method
 - (1) Use the simple video production function of the modeling tool to edit and produce a simple video (that can replace a model) that effectively explains the design intent and internal/external space.
 - (2) Submission format: mp4, produced within 1 minute, and can only be played within the presentation time (15 minutes).
- 4) The PPT file included in the USB must be titled "PIN number_Presentation."
 - (1) Presentation materials must only use materials used in the design panels and design description, and if the use of a separate design plan is detected, it may be disadvantageous during the evaluation.
- 5) Use [Format 12] for the cover of the presentation materials.
- 6) If an overseas participant is selected as a second-round evaluation candidate, a domestic co-applicant may present.
- 7) Teams that do not submit or attend (present) the second-round jury review will be excluded from the evaluation.

1.16 PIN & Anonymity

- 1) Participants must use the random personal identification number (consisting of two letters and five Arabic numerals) given when registering for participation through the competition website.
- 2) The unique identification number (hereinafter referred to as PIN) is indicated on the back of the design panel, the cover of the design description, and the USB.
- 3) The design panels must have a PIN marked on the upper right side of the back as shown in the figure below, and the drawing panel number (a number indicating the display order of the drawings) must be marked on the lower right side of the back of each drawing panel as shown in the figure below.

※ Panel PIN location (unit: mm)



※ Panel Number location (unit: mm)



- 4) The PIN number written on the drawing panel must be 20 points (except for the drawing panel number, which must be 50 points), the font must be 'Arial', the color must be black, the location must be centered, and the lines must be 1mm thick and black.
- 5) Only two copies of the design description must have a unique identification number on the upper right corner of the cover, and the rest must not be written.
- 6) The PIN must also be written on the USB, and the writing method can be freely chosen.
- 7) When a work is submitted, the PIN will be covered with opaque paper and replaced with the application number assigned by the organizer and used during the evaluation period.
- 8) The information registered for participation will not be disclosed until the evaluation results are announced, and participants cannot make any marks that can identify the participant on the design panel and design description except for the PIN. If this is violated, it may be reported to the jury panel and excluded from the evaluation.
- 9) In order to ensure fair evaluation, participants cannot disclose the submitted design work and PIN number through various media such as SNS until the final review is completed.

1.17 Steering Committee

- 1)) The Steering Committee performs the role of operating, managing, reviewing guidelines, and providing advice during the competition implementation stage.
- 2) List of steering Committee

No	Name	Affiliation
1	Choi, Hyungwook	Director, Facilities Business Division, National Agency for Administrative City Construction
2	Lee, Donghoon	Head of Museum Construction Team, National Agency for Administrative City Construction
3	Cho, Yihyung	Director, Dept. of Service Policy, National Archives of Korea
4	Yoon, Sunghoon	Professor, Dept. of Architecture, Chungju University
5	Song, Hayeop	Professor, Dept. of Architecture, Chung Ang University
6	Park Jongki	Professor, Dept. of Architecture, Soon Chun Hyang University
7	Kim, Kiyong	Director, Busan Modern & Contemporary History Museum
8	Suh, Wonjoo	Curator, W-Academy, The War Memorial of Korea

1.18 Technical Committee

- 1) The technical committee reviews the work for any violations based on the design competition regulations and guidelines and related laws and submits a technical review opinion to the jury panel.

Classification	Review Items	Results
Regulations	1. Compliance with the master plan design guidelines	P / F / N/A
	- Entrance courtyard that reveals the identity of each museum	P / F / N/A
	- Underground parking lot connection and design	P / F / N/A
	- Linking exhibition spaces in the basement	P / F / N/A
	- Sunken courtyard between individual museums	P / F / N/A
	2. Height and number of floors: 2 underground floors, 5 above-ground floors or less, maximum height 22m or less	P / F / N/A
	3. Clearance from site boundary: 2m or more on the west side	P / F / N/A
	4. Total floor area (excluding parking lot area) : 8,794m ² ± 5%	P / F / N/A
	5. Number of Car Park : 167 Cars	P / F / N/A
Functional Area of Space Configuration	1. Compliance with the space configuration area by main function(±10%)	P / F / N/A
	- (Exhibition) Compliance with space composition area for	P / F / N/A

	each program ($\pm 10\%$)	
	- (Storage) Compliance with space composition area for each program ($\pm 10\%$)	P / F / N/A
	- (Education) Compliance with space composition area for each program ($\pm 10\%$)	P / F / N/A
	- (Office) Compliance with space composition area for each program ($\pm 10\%$)	P / F / N/A
	- (Service/Maintenance) Compliance with space composition area for each program	P / F / N/A

- 2) The technical committee consists of 2~3 technical committee members and 1 reserve member, and depending on the number of works received, reserve technical committee members may attend the technical evaluation.
- 3) If a violation of the design competition regulations, guidelines, or related laws is discovered during the technical review, the organizer may request the relevant participant to explain the violation, and the participant must actively cooperate in submitting the explanation materials.
- 4) The jury panel determines the criteria for reflecting the results of the submitted technical review report.

1.19 Jury Panel

- 1) The jury panel consists of 7 jury members and 1 preliminary member as below.
- 2) List of jury panel (in alphabetical order)

Classification	Name	Affiliation
Jury Member	Baek, Jin	Professor, Seoul National University
	Choi, Miok	Curator, National Folk Museum of Korea
	Hwang, Junghyun	CEO, Architects H2L
	Kang, Oscar	Professor, Seoul National University of Science and Technology
	Lee, Kangjun	Professor, Hanyang University ERICA
	Park, Jongki	Professor, Soon Chun Hyang University
	Yoon, Sunghoon	Professor, Cheongju University
Preliminary Member	Kim, Homin	CEO, Poly.m.ur Architects

- 3) The jury review shall be opened with the attendance of the jury panel members. The panel shall be constituted by the attendance of a majority of the number of jury panel members (including cases where the preliminary members have succeeded), and resolutions shall be made with the consent of a majority of the attending jury panel members.
- 4) The chairperson of the jury panel will be elected at the first meeting. The

chairman operates the jury review by collecting the design competition rules and the opinions of the jury members, and sets the assessment rules for the review and selection of works. In addition, on behalf of the jury panel, a report on the results of the assessment is prepared and submitted to the management party.

- 5) The preliminary member will not attend if all members of the jury panel are present, and in the absence of the jury member, the organizer may grant the preliminary member judging rights by having them participate in the jury panel as jury member.
- 6) The evation of jury member is based on the criteria in Article 12, Paragraph 8 (Appoint of jury member, etc.) of the "Architectural Design Competition Operation Guidelines," and in the event of evation, a reserve member will be replaced as a jury member.

1.20 Jury Review

① Jury Review 1st round

- 1) The first round of jury review will select 5 works for the second round of review (presentation evaluation). However, if the number of submitted works is less than 7, the first round of review will be omitted and the second round of review (presentation evaluation) will be conducted according to the decision of the jury panel.
 - (1) If the first round of review is omitted, the review will be conducted on the second round of review date indicated in the guidelines, and the submission date and location of the submission will be separately announced on the website.
- 2) The jury panel reviews the technical examination opinion, etc. and determines the criteria for reflection in the evaluation, such as disqualification and disadvantageous.

② Jury Review 2nd round

- 1) After the first round of review, the works to be reviewed in the second round will be announced on the website.
- 2) The second round of review will be conducted as a presentation evaluation, and the presentation time will be 15 minutes for explanation and 15 minutes for Q&A in principle. If the jury panel determines otherwise, it will be followed.
 - (1) The 15-minute presentation time includes the video playback time, and the video playback time will be limited to 1 minute.
 - (2) If the presentation time exceeds 15 minutes, the presentation may be stopped by the chair person.
- 3) The number of participants in the presentation will be limited to 2 people, 1 presenter and 1 assistant.
- 4) Presenters must be the architects in charge of the design scheme and must submit proof of employment and identification on the day of the presentation.
- 5) The order of presentation will be determined by lottery on the day. Presenters must attend the designated location by the time separately announced by the

organizer on the day of the jury review. If they do not attend, they will be excluded from the presentation.

- 6) If a presenter has to wait in the waiting room due to being behind in the presentation order, all electronic devices will be collected and returned after the presentation to ensure the the presentation content of the presenter who presented earlier.
- 7) If the presenter causes an act that may interfere with a fair presentation, such as an expression that undermines anonymity, a comparative explanation with other works, or exceeding the time limit, the chair of the jury panel may immediately stop the presentation.
- 8) Any proposal that falls under the reasons below may be disqualified regardless of the evaluation process based on the agreement of the jury panel. Even if discovered later, the award may be cancelled by the decision of the jury panel.
 - (1) In case of violation of specific provisions of related laws or regulations that are specified as reasons for disqualification
 - (2) In case of prior contact by a design competition participant with a jury member ('prior contact' refers to a case where an attempt is made to have a jury member recognize the design competition participant or the relevant competition proposal through information and communication devices, mail, visit, etc. from the time of announcement of the list of jury members until the jury review is held. However, it does not matter whether the jury members were aware of it or not.)
 - (3) If a design competition participant has contacted a jury member in advance through a third party
 - (4) If a design competition participant has provided money, food, etc. to a jury member or has had a third party provide such goods or request an improper favor, etc.
 - (5) If a design competition participant goes bankrupt, is subject to sanctions for unfair business practices, or is subject to suspension of business before the end of the evaluation process after the deadline for submission of the competition proposal (in the case of a consortium, this applies only to the representative).
 - (6) In the case of non-compliance with the design guidelines, if the degree of violation (or failure to meet) is so significant that the jury panel determines that it undermines the purpose of the design competition.
 - (7) In case of forging or altering documents related to design competition or submitting false documents.
 - (8) If the competition proposal includes phrases or images (including the company name or representative name) that can identify the design competition participant, or if the design competition participant identifies himself/herself to the jury members when presenting the proposal.
 - (9) Other disqualifications determined by the organizer as necessary
- 9) If the jury panel decides that the work is not suitable for the purpose of the competition or that the quality of the work is significantly low, the winning work

may not be selected or the number of winning works may be adjusted.

10) Participants cannot raise objections to the review results.

11) The organizer will disclose the jury review process in real time through information and communication media, etc., and record or videotape the evaluation content.

1.21 Review Criteria

1) The evaluation method is based on the principle of a voting system, and the jury members select the winning and prize-winning works after sufficient discussion on the competition proposals. However, the evaluation method may be changed through a resolution of the jury panel in accordance with Article 20 of the "Architecture Design Competition Operation Guidelines."

2) The evaluation points for this design competition are as follows (※ Subject to change based on the decision of the jury panel)

Items	Considerations
Creativity for realizing unique designs (20 points)	<ul style="list-style-type: none">- Creative design that can realize originality so that an exhibition and cultural space can be created where excellent documentary heritage can be experienced- Form and façade expression that considers the locality and surrounding environment- Originality of façade design
Site plan linked to the National Museum Complex (30 points)	<ul style="list-style-type: none">- Layout and land use considering the connectivity of the museum complex- Convenience of facility and space use- Appropriateness of public transportation, pedestrian and vehicle access plans
Spatial planning for the implementation of the National Archives Museum (30 points)	<ul style="list-style-type: none">- Appropriateness and connectivity of internal and external space planning- Functionality of the floor plan as a national archives museum- Securing independence and manageability of each function
Rationality of the plan (20 points)	<ul style="list-style-type: none">- Excellence in environmentally friendly design techniques- Economic feasibility considering budget- Feasibility to support creative ideas

1.22 Selection of winning entries and Contract

1) The results of the jury review will be posted on the competition website within 7 days from the jury review date and only the winners will be officially notified.

2) The winner and prize winners will be paid the following compensation according to their rank.

3) In the case of joint applications, the compensation fee will be paid to the representative of the consortium.

4) The schedule of the awards ceremony will be announced on the competition website or through individual contact.

Classification	No	Compensation amount according to the number of winning works			
		2 works	3 works	4 works	5 works
Winner	1	Priority negotiation rights for signing contracts for preliminary and detailed design services			
2nd Place	1	33,000,000 KRW	40,000,000 KRW	40,000,000 KRW	40,000,000 KRW
3rd Place	1	-	30,000,000 KRW	30,000,000 KRW	30,000,000 KRW
4th Place	1	-	-	20,000,000 KRW	20,000,000 KRW
5th Place	1	-	-	-	10,000,000 KRW

① Compensation payment

- 1) Compensation include airfare for attending jury review and award ceremonies, all copyright fees, taxes, and various fees such as currency exchange and remittance. Taxes are subject to the tax laws of the Republic of Korea.
- 2) Payment of compensation fees is processed within 30 days after the result is announced, and follows the payment method of the organizer.
- 3) If the first-place winner gives up his or her priority negotiation right or is unable to enter into a contract for unavoidable reasons, the right to negotiate may be granted in the order of next priority through consultation. In this case, the next-place winner who signed a contract must return the compensation received, and the organizer will pay the returned compensation to the first-place winner.
- 4) If a disqualification reason is found for the preferred negotiation partner, the selection will be invalidated before the contract is signed, and after the contract is signed, the contract will be invalidated (down payment and completion payment should be recovered), and the selected person will be held civilly and criminally liable as stipulated in relevant laws and regulations. In the case of a prize-winning work, the prize will be invalidated, the prize money will be recovered, and in some cases, the entrant may be subject to civil and criminal liability.

② Design Contract

- 1) The winning candidate has the right to preferential negotiation in concluding a design contract with the ordering agency. The design contract conclusion period shall be within 10 days from the date of announcement of the review results. However, depending on the circumstances of the organizer and project implementation conditions, the contract conclusion deadline may be adjusted in consultation with the contracting party.
- 2) Matters concerning the contract for design services shall be in accordance with the relevant laws and regulations of the Republic of Korea and the regulations of the ordering agency, and for details of the task, refer to the task instructions and the guidelines of the ordering agency.
- 3) The separately provided task instructions contain the tasks that the winner must perform after signing the contract, and participants must be familiar with these contents before participating in the competition. By submitting work, you are deemed to have agreed to carry out the task.

- 4) Contracts with successful applicant, including joint applicants, shall be made with persons who have the qualifications required to perform the contract, such as licenses, permits, and registrations, in accordance with Article 72 of the Enforcement Decree of the Act on Contracts to Which the State is a Party and the Joint Contract Management Guidelines (Contract Regulations).
- 5) In the case of joint applications, all legal rights and obligations related to the design competition belong to the representative of the joint application, and the internal business conditions between the parties participating in the joint application do not bind the organizer.
- 6) The preferred bidder cannot subcontract any aspect of the contract without the prior approval of the organizer.
- 7) If the preferred bidder does not have the qualifications for design of mechanical equipment, tele-communications, firefighting, landscaping, or other auxiliary facilities at the time of signing the contract, he/she must enter into a joint contract through a sharing performance method with a person who has the following qualifications.
 - (1) A person registered as a general fire facility design business (mechanical and electrical) or specialized fire facility design business according to the Fire Facility Construction Business Act
 - (2) A person who has reported as an engineering business operator in the information and communication sector according to the "Engineering Industry Promotion Act"
 - (3) A company that has registered as a professional engineering office in accordance with the "Professional Engineers Act" and has registered technology in the construction field, architectural machinery equipment, air conditioning and refrigeration equipment, civil engineering, or landscaping fields.
- 8) The electrical sector is ordered separately in accordance with relevant laws and regulations, and the preferred bidder must cooperate with the electrical design company with which it has a separate contract, and must secure design consistency by prior consultation with the electrical design company regarding the design progress and changes.
- 9) After signing the contract, the preferred bidder will be responsible for carrying out all areas of the design work, including architecture, structure, civil engineering, mechanical, electrical, tele-communications, firefighting, and landscaping.
- 10) The organizer may request modifications to the winning work for reasons such as the jury panel's request for supplementation, and the winner must reflect the suitability in the contract after discussion.
- 11) If the project cannot proceed due to suspension of business after the contract, the organizer will settle the actual expenses up to the point of suspension and pay them to the winner.

③ Contractor's Obligation

- 1) The contractor has the authority and obligation to faithfully carry out this project

and supervise the building until it is completed. In relation to this, the contractor attends relevant meetings for deliberation for licensing and project approval in accordance with the organizer's project schedule, and participates in related meetings. The design plan must be revised and supplemented (bird's eye view, landscape simulation, model, etc.) by accepting internal and external advice and deliberation opinions presented during the institutional consultation process.

- 2) The contractor must use the provided status survey data, but must review whether re-conducting the survey or additional data (obstacles, etc.) is necessary through a status survey before commencing the service. If necessary, additional status surveys should be conducted after consultation with the ordering party to prevent problems that may arise during design and construction. Please note that the contractor is responsible for any future differences in design documents and status
- 3) The contractor must complete the detailed design within the scope of the planned construction cost. If the estimated construction cost exceeds the range, the contractor has the obligation to change the design plan in consultation with the organizer.
- 4) The organizer may request modifications or supplements from the contractor for reasons such as changes in policy or business plan (including design competition proposals) or security requirements, and the contractor must reflect the appropriateness in the contract after discussion.
- 5) The contractor shall synthesize the organizer's requirements and, if design changes or supplements are necessary, modify and supplement the basic and detailed designs and reflect them in the design. In case of changes in construction costs, the design service fee will be determined through consultation between the organizer and the contractor regarding changes in period, area, and program, and will be processed in accordance with relevant laws and regulations such as the Act on Contracts to Which the State is a Party.

1.23 Copyright and Publication & Exhibition

- 1) Entries must be original works and must not infringe on the intellectual property rights of others. If a problem arises regarding another person's intellectual property rights, all responsibility lies with the participant, and the award may be cancelled.
- 2) The copyright of the submitted work belongs to the participant, and all matters related to copyright, including copyright attribution, are governed by the copyright laws of the Republic of Korea.
- 3) The organizer has the right to use all submissions for non-profit purposes, such as publishing or exhibiting reports or collections of works related to this design competition, or providing them to newspapers, broadcasting, the Internet, or other media, and participants are deemed to have consented to this without separate compensation or consultation.

1.24 Dispute

- 1) This design competition will be executed in accordance with the laws of the Republic of Korea, and if a dispute arises in relation to the competition, it will be resolved or adjudicated by a court located in the Republic of Korea.

1.25 Others

- 1) Matters not specified in these guidelines are the 'Architectural Design Competition Operation Guidelines' (Ministry of Land, Infrastructure and Transport Notification No. 2023-180, effective on March 30, 2023)
- 2) Design panels of participants, excluding winner and prize-winning works, may be taken out if they submit a registration certificate and employment certificate on the designated date. (After the evaluation, the return date for the works will be set and announced on the website. Submissions that are not taken out within the return period will be handled at the discretion of the organizer.)
- 3) All notices, provision of materials, changes, etc. related to the design competition will be announced on the official website, and participants must check this regularly. Participants are responsible for all problems resulting from failure to check.
- 4) Participants are responsible for all problems that arise due to lack of familiarity with design guidelines and provided materials.

2. Project Site

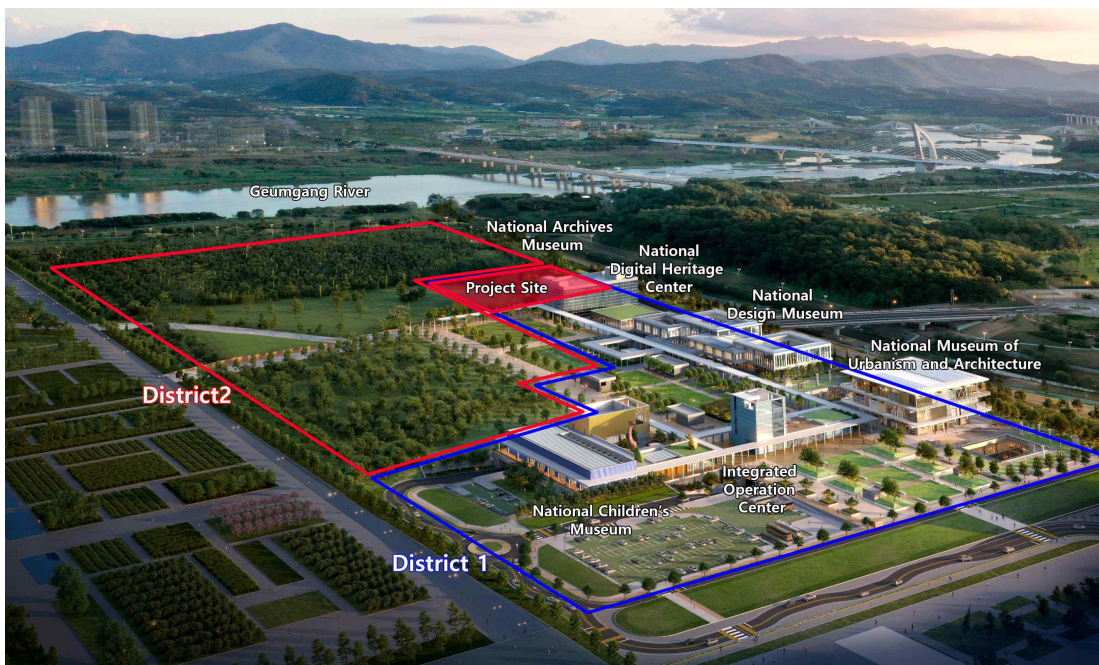
2.1 The National Museum Complex

- 1) The National Museum Complex, where the National Archives Museum will be built, is located in the S-1 living area(Sejong-dong) cultural facility site (S-1-10) in Sejong City, where an administrative complex city is being developed.
- 2) The National Museum Complex aims to create synergy effects by bringing together museums in various fields as a core cultural infrastructure of an administrative complex city, and to expand and reorganize the museum culture from the collection, preservation, and exhibition of artifacts to the reproduction of cultural contents.
 - (1) Refer to [Reference Material 05 'National Museum Complex Master Plan']
 - (2) Refer to <http://www.naacc.go.kr>

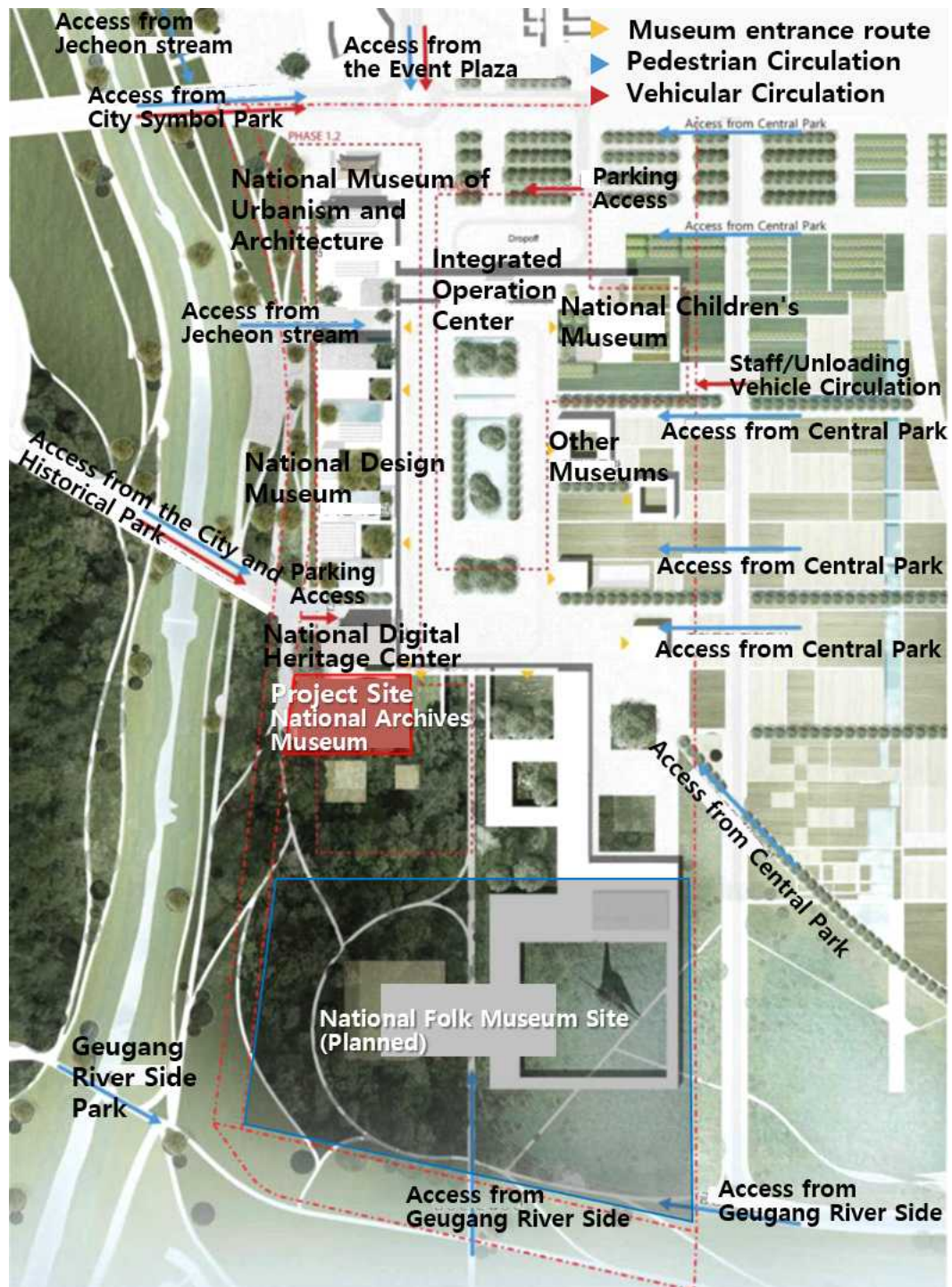


<Location of National Museum Complex>

<Culture facilities around the site>



<Aerial view of the National Museum Complex>



<National Museum Complex Master Plan Layout>

- ※ The master plan and design guidelines for the National Museum Complex must be referenced in [Material 05 'National Museum Complex Master Plan', Material 06 'National Museum Complex Design Guidelines'], and the essential design guidelines must be reflected in page 24 of the competition guidelines (3.3 Key Design Considerations ① Harmony and linkage with the entire National Museum Complex and adjacent facilities.
- ※ Any revisions to the National Archives Museum Master Plan must be reflected by checking page 25 of the competition guidelines (3.3 Key Design Considerations ② Compliance with Master Plan Amendments.

3) In the first district of the National Museum Complex, five museums and two integrated facilities will be built based on the master plan, and currently, National Children's Museum and Integrated Operation Center (Integrated Facility 1) was completed in 2023 and opened in December of that year.

(1) 5 Museums:

National Children's Museum(completed), National Museum of Urbanism and Architecture(Construction stage), National Design Museum·National Digital Heritage Center(Design stage), National Archives Museum (Project for Design competition)

(2) 2 Integrated Facilities: Integrated Operation Center(Integrated Facility 1, completed), Integrated Facility 2(Construction stage)

<National Museum Complex Individual Museum Size>

Category		Name of Facility		Lot No.	Building Area	Size
Zone 1	1st Construction	National Children’s Museum		Culture S-1-2	5,172m²	B1, 1~2F
		Integrated Facility 1	Integrated operation center	Culture S-1-3	2,342m²	B1, 1~4F
			Integrated storage		6,033m²	B1
			Underground Car Park		1,062m²	B1,
		Corridors		-	2,239m²	Ground
	2nd Construction	National Museum of Urbanism and Architecture		Culture S-1-6	21,090m²	B2, 1~3F
		Integrated Facility 2_Integrated storage		Culture S-1-5, Culture S-1-7	9,350m²	B1
	3rd Construction	National Design Museum		Culture S-1-8	17,596m²	B2, 1~2F
		National Digital Heritage Center		Culture S-1-9	11,659m²	B2, 1~3F
	Present	National Archives Museum		Culture S-1-10	8,794m²	Undecided
Zone 2		National Folk Museum		Culture S-1-1	-	Undecided
		Other small and medium-sized museums			-	Undecided

2.2 Site Details

※ Please refer to [Material 03 'Site Photos'], [Material 04 'Additional explanatory material related to the site and adjacent facilities'], and [Material 12 'Administrative City Development Plan, District Unit Plan Decision Drawing, etc.'] among the reference materials.

① Site Overview

1) Site condition : District Unit Plan Decision Drawing (※The implementation plan is expected to change after the basic design according to the competition guidelines)



2) Others(Culture S-1)

(1) Zoning : Semi-residential zone

(2) Permitted uses : Cultural facilities and convenience facilities according to Articles 96 and 98 of the 「Rules on Decision, Structure and Installation Standards for Urban and County Planning Facilities」

(3) Building coverage ratio 50% or less, Floor area ratio 200% or less, Highest floor: 5 floors or less

② Surrounding facilities

1) The National Archives Museum is located in the southwest of Zone 1 of the National Museum Complex, adjacent to the National Digital Heritage Center.

2) In addition, the National Archives Museum is connected to the corridors, underground exhibition space, and underground parking lot of the National Digital Heritage Center in the third construction area within District 1.

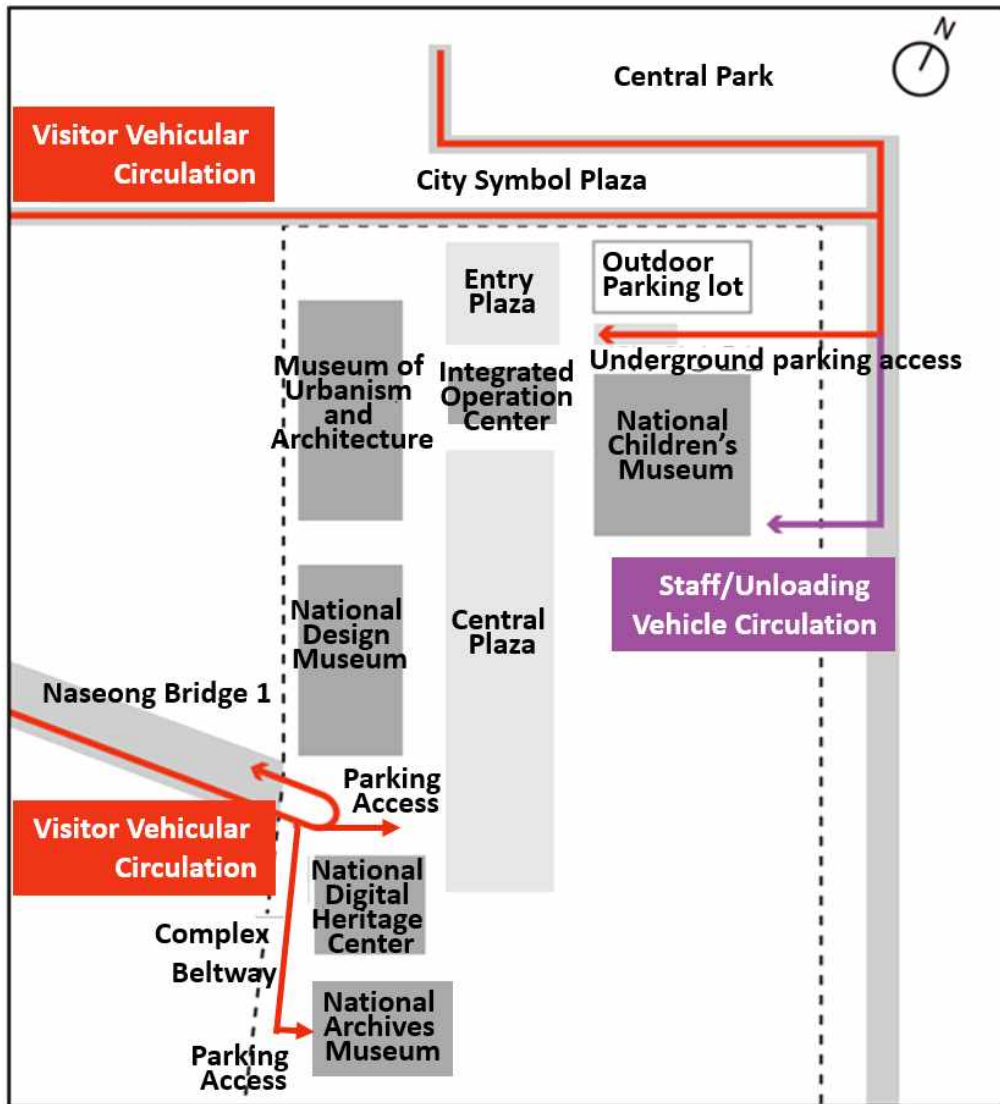
3) The entrance plaza to the National Museum Complex is integrated with the city's

symbolic plaza and serves as an active space where various events take place, as well as the main entrance for visitors to enter the National Museum Complex's integrated operation center.

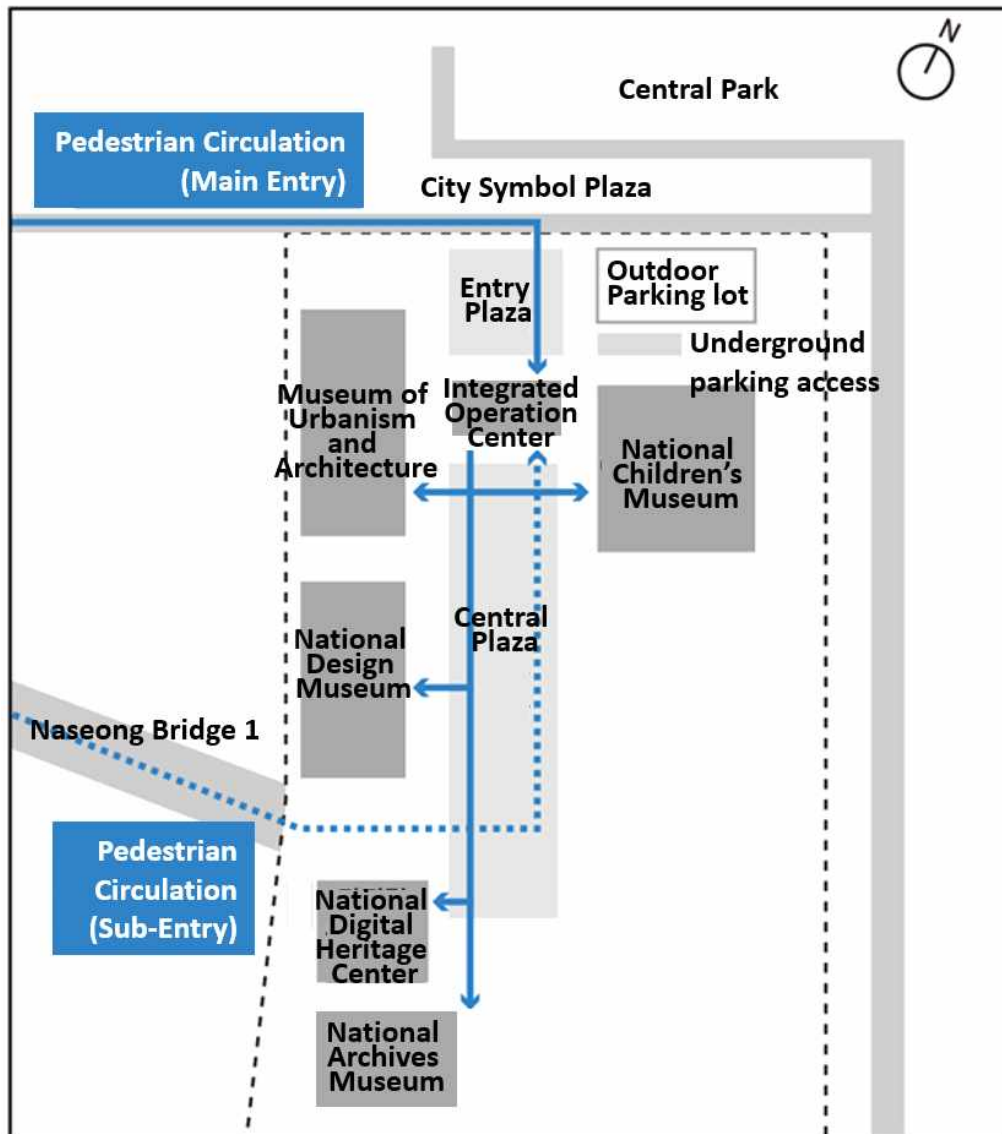
- 4) The central plaza of the National Museum Complex is a central space that connects all facilities within the complex, and is used by visitors when moving to individual museums via the Integrated Operation Center.

③ Circulation system

- 1) Both public transportation and general vehicles can access the outdoor parking lot located on the north side of the Children's Museum via the north road (City Symbol Plaza, Central Park Road), and general vehicles can also access it via Naseong Bridge 1 (west side of the National Museum Complex).
- 2) General vehicles can enter the underground parking lot through the vehicle entrance on the east side of the Children's Museum and enter the underground parking lot through the entrance ramp to the underground parking lot, or through the complex beltway connected to Naseong 1 Bridge on the west side of the complex and the parking lot entrance ramp installed on the National Archives Museum site.
- 3) Emergency vehicles enter the complex through the entrance plaza on the north side of the National Museum Complex and Naseong Bridge 1 on the west side, and service vehicles enter the complex through the road on the east side of the complex.
- 4) As the Integrated Operation Center and the National Children's Museum open first, an outdoor parking lot will be built on the east side of the National Children's Museum.
- 5) All visitors to the National Museum Complex are encouraged to receive guidance from the Integrated Operation Center before visiting the individual museums. However, since individual museums can be visited freely even without guidance. Thus, the main entrance to the National Archives Museum can be freely suggested.



<Vehicle Circulation System>



<Pedestrian Circulation System>

3. Design Guideline

3.1 Vision of the National Archives Museum

※ For details on the purpose of establishing the National Archives Museum, refer to [Material 08 'National Archives Museum Space Composition and Exhibition Operation Basic Plan (Draft)'] 'Purpose of Establishment' in the reference material.

<A representative exhibition space for archives symbolizing the Republic of Korea through public records>

- 1) As a representative exhibition space for archives symbolizing the Republic of Korea, it aims to shed new light on the experiences and memories of the national community and provide a special space that connects the past, present, and future.
- 2) The museum aims to foster a hub of documentary culture that provides a foundation for various documentary culture activities through research, exhibitions, and educational activities.
- 3) As a museum that focuses on the records themselves, it emphasizes the value of records that can be utilized in various fields as evidence, information, and cultural resources, and presents a differentiation from existing history museums.
- 4) It aim to establish a positive identity for Korea's documentary cultural assets by utilizing excellent documentary culture such as the Annals of the Joseon Dynasty and World Documentary Heritage, and to create a cultural space where people can experience the importance of records management.

3.2 Competition Overview

① Spatial scope and planning direction of the competition

- 1) The project site is located in the Sejong Special Self-Governing City S-1 Living Area Cultural Facility Site (S-1-10), and as a facility within the National Museum Complex, the National Archives Museum should be planned to contribute to the creation of an integrated spatial environment for the complex.
- 2) The design should be planned in harmony with the National Museum Complex Master Plan by referring to the National Museum Complex Planning Direction (National Museum Complex Master Plan Guideline), but a differentiated design direction for the National Archives Museum should be presented through a reinterpretation of the guidelines.
- 3) Within the scope of the project budget, the design of the outdoor space, museum and ancillary facilities (total floor area 8,794m² ±5%), and composition of exhibition space in conjunction with the master plan for the National Museum Complex must be proposed together.

② Major tasks

- 1) Familiarize yourself with the main guidelines of the National Museum Complex Master Plan and the design schemes for adjacent facilities, and propose a connection plan with project site
- 2) The access route and site plan, as well as the direction of the land use plan, must be presented, so that it can become a spatial foundation for cultural activities that combine various cultural contents.
- 3) It is necessary to creatively propose various cultural event spaces (outdoor exhibitions, event spaces, rest areas, photo zones, etc.) by utilizing the natural environment around the project area, such as Jecheon stream, and it should be planned to create an open space without psychological boundaries so that people can enter naturally.
- 4) While faithfully performing the function of the National Archives Museum, the building itself must present a design direction that differentiates it in form and space.

3.3 Key Design Considerations

① Harmony and linkage with the entire National Museum Complex and adjacent facilities

- 1) The plan must be proposed by reflecting the following essential items in the National Museum Complex Planning Direction (National Museum Complex Master Plan Guidelines).

<Mandatory considerations in the design guideline for the National Museum Complex Master Plan>

- ◆ Entry yard revealing the identity of each museum
- ◆ Unification of corridor design
- ◆ Connection and design of underground parking lot
- ◆ Linkage of exhibition space in underground
- ◆ Sunken courtyard between each museum

※ Please refer to [Material 06 'National Museum Complex Design Guidelines'] among the reference materials.

- 2) Plans for landscaping, exterior spaces, canopies, and entrance spaces of adjacent facilities must be reviewed to maintain consistency and continuity within the museum complex.
 ※ Reference materials [Materials 07 'Materials related to building plans for adjacent facilities', Materials 10 'CAD file(Floor Plan, Elevation, Cross-section) of surrounding facilities (Children's Museum, Integrated Facility, Museum of Urbanism and Architecture, National Design Museum, National Digital Heritage Center)']
- 3) Entry yard plan
 - (1) The entry yard is a major buffer space that reveals the identity of each museum. Considering the purpose of the National Museum Complex Master

Plan Guidelines, it should be planned so that the path from the Digital Cultural Heritage Center corridor to the National Archives Museum entry yard should be naturally connected.

4) Parking lot plan

- (1) The National Archives Museum should be planned to be accessible via the vehicle access road on the western side of the project site, and an underground parking ramp connecting to the underground parking lot within the project site should be planned.
- (2) The ground level parking lot can be planned independently from other museums, or proposed in connection with the National Digital Cultural Heritage Center's ground level parking lot.
- (3) Parking lot should be planned with priority given to ground level parking lots, and the minimum ratio of ground level parking should follow the Guideline 28p [3.5 Guidelines for Each Major Area - 8. Parking Plan].
- (4) Except for the space for implementing 'underground exhibition space linkage' and 'museum street' in the 'Master Plan Design Guidelines', the underground parking lot can be planned as the first basement level.
- (5) The underground parking lot must be connected to the underground 2nd floor parking lot of the Digital Cultural Heritage Center, and must be planned to be efficiently connected in terms of function or circulation with the underground parking lots of other museums (Integrated Operation Center, National Children's Museum, National Urbanism and Architecture Museum, National Design Museum, and National Digital Heritage Center).

5) Plan for linking with adjacent facilities

- (1) Spatial connectivity with adjacent facilities such as the Central Plaza within the National Museum Complex, the National Digital Cultural Heritage Center, and Jecheon Riverside Park must be implemented.
- (2) The artifact movement passage (2nd basement floor) from the integrated storage to the National Museum Complex, National Design Museum, National Digital Heritage Center, and National Archives Museum must be planned for each museum.
- (3) In order to ensure the unity of the entire museum complex, the dimensions and shape (height, width, grid) of the corridors, as well as the materials and structural form, must be maintained.

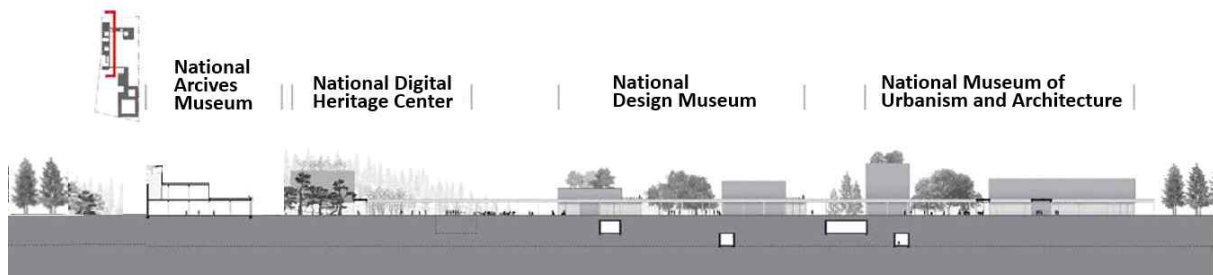
6) Exhibition space linkage and sunken plan

- (1) The exhibition hall and public space on the first basement floor should be planned to allow natural ventilation and lighting, and if necessary, a public access route connected to the central plaza of the museum complex through a sunken yard can be planned.
- (2) In order to link the exhibition spaces of individual museums, from the Integrated Operation Center to the National Museum Complex, National Design Museum, National Digital Heritage Center, and National Archives Museum, the

exhibition viewing route on the first basement floor must be connected to the National Digital Heritage Center.

② Compliance with Master Plan Amendments

- 1) The basic design direction of the National Archives Museum proposed in the existing master plan explicitly stated that the building should be constructed with the theme of underground space under the hilly terrain, but in order to consider the characteristics of the archives museum and provide conditions for performing various differentiated functions, the design direction of this competition revised the master plan to plan the museum building on the ground.



<Amendments of Master Plan>

- 2) In accordance with the amendments to the master plan, changes to the shape and area of the site, vehicle entry and exit, parking plan, etc. must be reviewed and planned accordingly.
 - ※ Competition guidelines P.22 <Vehicle Circulation System>,
Competition guidelines p.24 [3.3 Key Design Considerations, 1-4) Parking plan]
Competition guidelines p.28 [3.5 Guidelines for Each Major Area, 8. Parking plan],
Competition guidelines p.31 <Condition of the National Archives Museum site>

③ Design a creative exhibition space that combines analog and digital exhibition technologies

- 1) The National Archives Museum is a space that provides the public with opportunities to enjoy documentary culture by creating an exhibition and cultural space where one can experience Korea's excellent recorded heritage, including the Hunminjeongeum, the Annals of the Joseon Dynasty, records of the May 18 Democratization Movement, and records of the Saemaul Movement.
- 2) The National Archives Museum provides exhibitions that shed light on historical events, social issues, cultural phenomena, and people related to records from the National Archives from a variety of balanced perspectives, and vividly reconstruct the flow of history, allowing people to feel the identity of individuals and society.
- 3) Provides an opportunity to view the original copies of representative records symbolizing the documentary culture of the Republic of Korea.
- 4) To overcome the limitations of flat(two-dimensional) records, it must provide creative exhibition spaces and experiential education spaces with three-dimensional exhibitions that actively utilize digital virtualization technology.

④ Energy saving measures through eco-friendly design techniques

- 1) The building must be planned to specifically reflect the concept of being environmentally friendly, apply passive design, and maximize energy self-sufficiency.
- 2) Partially use eco-friendly materials (domestic wood) for interior and exterior finishing materials, materials that are suitable for the corresponding disaster prevention standards must be used, and the plan must be made within the estimated construction cost.

3.4 Architectural Planning

① General

- 1) The design plan must be legally planned through sufficient research and review of related laws and regulations (various laws, rules, regulations, notices, ordinances, guidelines, standards, etc.).
- 2) The plan must be creative and innovative, taking into full consideration the purpose and direction of the competition, the business execution plan, the surrounding conditions of the project site, etc., and making good use of the characteristics of the site.
- 3) Avoid unrealistic or excessive decorative designs to emphasize the exterior design, and present design ideas that can be realized within the proposed target construction cost.
- 4) Do not reflect in the design any items that may be relaxed by deliberation under the current laws.
- 5) The design should be planned by establishing design-specific elements that organically link museum architecture, parks, and external spaces, etc., with reference to the planning direction and review focus.

② Space composition area by main function

- 1) The area by program is based on the Space Composition (by Major Function) in <Table 1>, but the proposer can adjust and present it according to his/her intention.
- 2) The area by program can be adjusted within the range of $\pm 10\%$, and the total floor area can be adjusted within the range of $\pm 5\%$. However, it must not exceed the estimated construction cost.
- 3) Floor plans that comply with the planning concept and design guidelines must be presented based on the proposed main functional space configuration area.
- 4) Participants may propose spaces that are not on the area chart but are deemed essential to the design, within the range permitted by the total area.
- 5) <Table 1> does not include the parking lot area, and participants must present an appropriate area through a floor plan that can secure the number of parking

spaces presented in the guidelines and efficiently connect with adjacent museums.

- 6) The increase in floor area according to parking plans, such as above-ground and underground parking lots, is included in the scope of work (design cost).

③ Area setting according to space composition

- 1) Divide into five areas (exhibition, storage, education, office, service/maintenance) and plan the spatial composition considering accessibility of each area and correlation between areas.
- 2) Each space should be classified into three categories: exhibition, education, and management, according to its purpose, and the routes for employees and visitors should be planned separately.

④ Others

- 1) Plan for the safety of artifacts in preparation for disasters such as floods and earthquakes.
- 2) Plan preventive measures as necessary after investigating the Geumgang-river water level data and rainfall data for Sejong City.

<Table1> Space Program (by Major Function) ※ Including common area

Function	Program	Detailed Rooms	Area (m ²)	Percentage (%)
Exhibition	Permanent	Introduction Exhibition Hall, 1.2.3 Exhibition Hall	2,131	
	Impermanent	Special Exhibition Hall	893	
	Preparation	Exhibition preparation room, multi-purpose storage	250	
Sub-Total			3,274	37.2%
Storage	Temporary Storage	Temporary Storage	192	
Sub-Total			192	2.2%
Education	Experiential Education / Education	Experiential learning room, Class room	1,522	
	Research Facility	Integrated Education Research Room	200	
Sub-Total			1,722	19.6%
Office	Office, Administration	Director's room, Office, Meeting room, Lounge, Preparation room	747	
Sub-Total			747	8.5%
Service/ Maintenance	Information Convenience Rest Area	Ticket office, Various storage rooms, Nursing room, Medical office, cafe, staff cafeteria	570	
	Common	Lobby, Hallway, Stairwell, Elevator room, Restroom, Artifact passageway, Museum street	1,239	
	Maintenance	Mechanical room, Electrical room, Air conditioning room, Warehouse, Auxiliary room	1,050	
Sub-Total			2,859	32.5%
Total			8,794	100%

3.5 Guidelines for Each Major Area

① Site plan and outdoor space planning

- 1) The site plan should reflect the National Museum Complex master plan and adjacent facility plans.
- 2) Considering the city context, plan by securing visual continuity with the surrounding buildings that make up the museum complex.
- 3) Although the National Archives Museum is not directly connected to the central plaza, it can be planning to connect to it by creating an outdoor space where various events can be held and a nature-friendly green space.
- 4) An outdoor exhibition theme space should be planned so that it can be used as a space for exhibitions, education, seminars, and events.
- 5) Plan in consideration of connection plans such as landscaping and visual continuity with Jecheon Waterfront Park facing the west side of the museum. Physical connection with Jecheon stream is not within the scope of this project, so it should be avoided.

② External circulation and access planning

- 1) Plan in consideration of the circulation plan of the National Museum Complex master plan.
- 2) Encourage active pedestrian access from surrounding areas such as City Symbol Plaza, Naseong Bridge 1, Junganggongwon(central park).
- 3) Consider natural pedestrian access from the Central Plaza and the National Digital Heritage Center.
- 4) All spaces are planned as barrier-free spaces so that children, the disabled, and the elderly do not feel uncomfortable when using the facilities.

③ Corridor(cloister)

- 1) The corridor(cloister) leading from the Digital Cultural Heritage Center should be planned to naturally lead to the entrance yard.

④ Floor Plan

- 1) Plan the space organically by considering the internal/external circulation system and spatial hierarchy.
- 2) Organize the space by linking education, research, storage, and office spaces centered around the exhibition, and the public space should be connected to each of the above spaces with separate entrances.
- 3) Based on the operation plan such as the exhibition, it should be planned to match the functions and purposes required in each area, and [3.5 Planning direction by each major area - ⑨ Guidelines for each major area of space composition] should be followed.
- 4) The outside view must be secured to the maximum extent possible in public

spaces such as lobbies, and a three-dimensional structure should be presented by creatively connecting the inside and outside through methods such as terraces and decks.

⑤ Elevations

- 1) The exterior of the building should be in harmony with the surrounding environment and landscape within the museum complex, and express the design concept of the building and the recognition of the museum, but avoid excessiveness in the facade composition and color scheme.
- 2) The exterior materials should have unique performance that takes into account the characteristics of facility, but should be applied considering economic efficiency, constructability, functionality, durability, and maintenance.
- 3) The design description should roughly express the material, shape, etc. of the finishing materials.

⑥ Sections

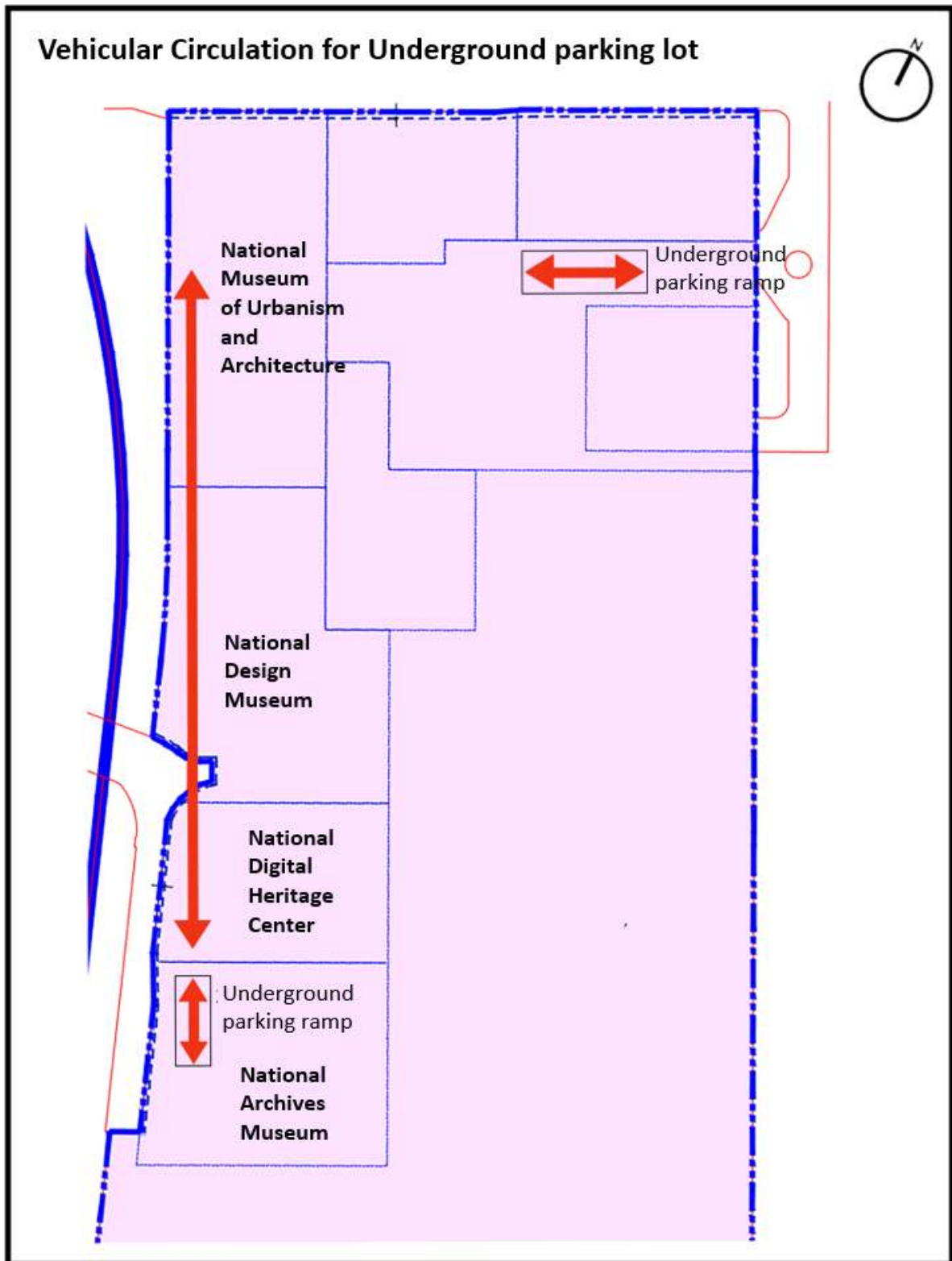
- 1) Plan the cross-section to enable an organic flow of circulation by appropriately utilizing the conditions of the site condition and program.
- 2) an that considers the characteristics of each use and function.
- 3) Plan the floor height to secure sufficient height by considering the characteristics of each use and function, and consider mechanical equipment, electrical equipment, structural systems, and maintenance aspects.

⑦ Circulation

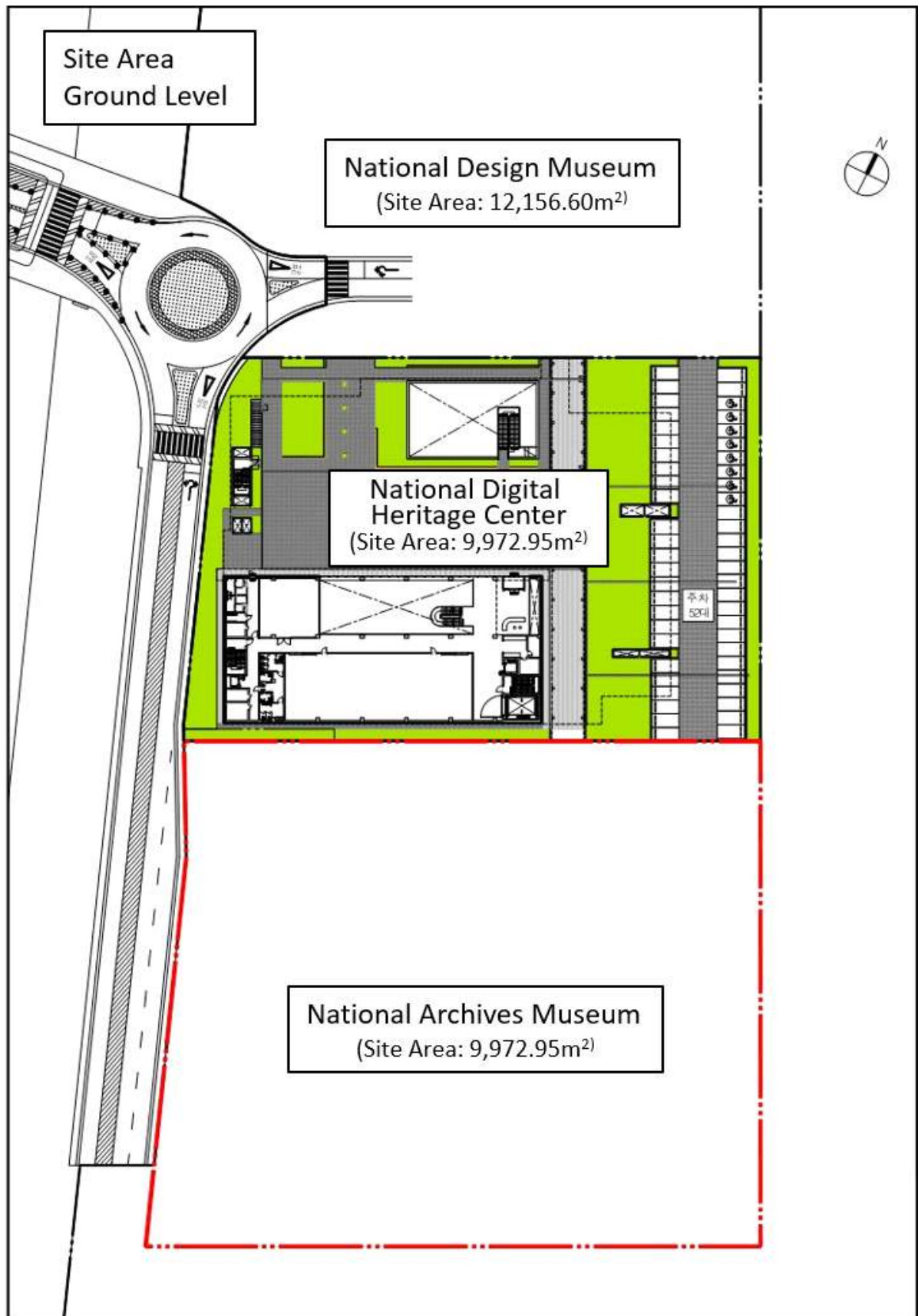
- 1) The internal circulation should be broadly classified into three categories: exhibition, education, office/maintenance circulation, and planned so as not to overlap and to create an optimal viewing, education, and use environment.
- 2) The internal viewing circulation and external use circulation should be planned separately or connected so that users can selectively use the facility according to their purpose and motivation.
- 3) A conference room is placed at the junction of the user area and the administrator area so that it can be used as a VIP waiting room during an event, ensuring convenience of protocol.
- 4) In the event of a disaster such as a fire, plans must be made to ensure that employees and visitors can evacuate without any problems.
- 5) The movement route of museum materials should be planned so as not to overlap with that of visitors, and should be planned so that they can be quickly moved to a safe area (such as outside) in the event of a disaster such as fire or flooding.
- 6) Considering museum materials (consigned exhibits, large exhibits, etc.) that are brought in directly from outside without going through the integrated storage facility, the route from the temporary loading area on the ground level to the exhibition venue must be considered.

⑧ Parking

- 1) The number of parking spaces should be at least 167, and should be planned to be distributed on ground level and underground parking lots, with ground level parking being given priority. The number of ground level parking spaces should be planned to be at least 50% of the proposed number of parking spaces.
- 2) Electric vehicle parking areas will be placed in ground level parking lots, and parking areas for the disabled will be placed ground level or underground to ensure easy access.
- 3) The ground level parking lot can be planned independently from other museums, and can also be planned in connection with the ground level parking lot of the National Digital Heritage Center, depending on the architect's intention. However, the underground parking lot within the project site must be planned to be connected to the parking lot on the 2nd basement level of the National Digital Heritage Center.
- 4) Parking lot should be built on the ground level and basement level 1(B1F) of the National Archives Museum, and the basement level 2 should be planned as a space for maintenance. If necessary, an underground parking lot can also be partially planned on the basement level 2.

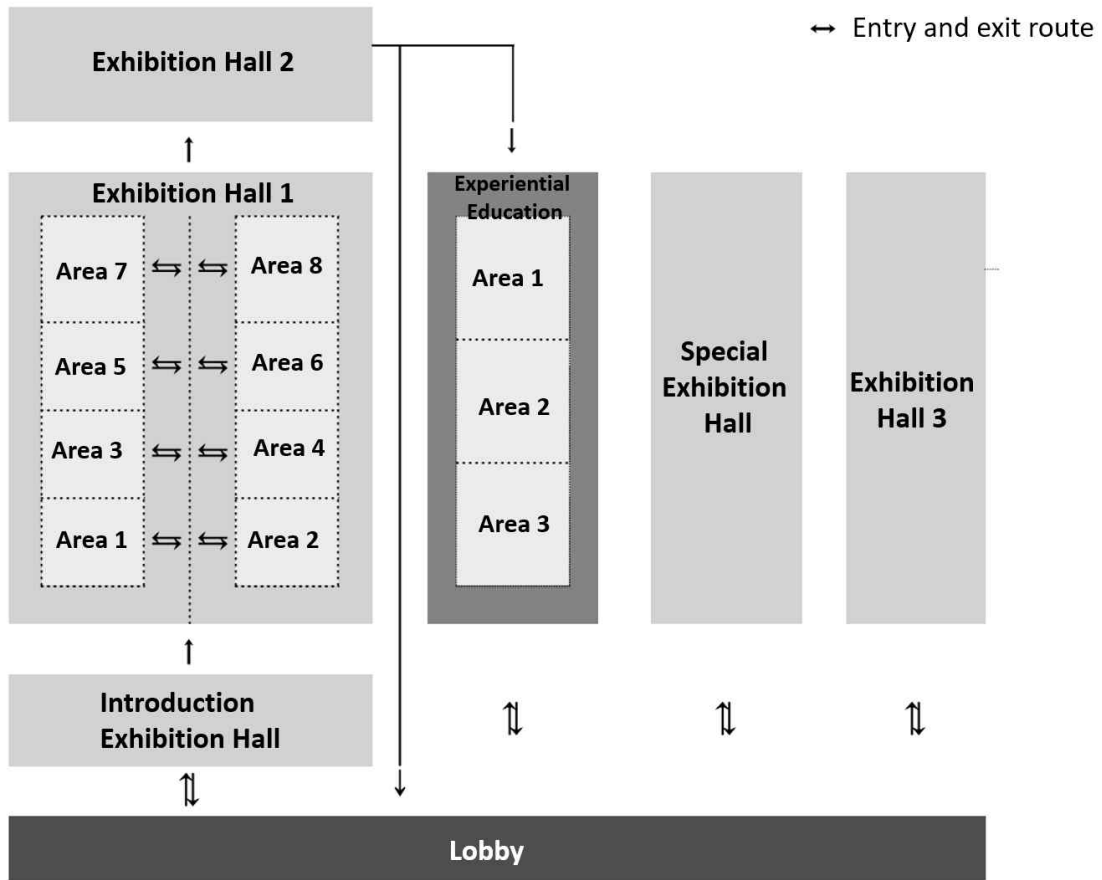


<Underground parking lot (B2F) vehicle circulation>



<Condition of the National Archives Museum site>

⑨ Guidelines for each major area of space composition



< Spatial Configuration Diagram >

Source: National Archives Museum Space Composition and Exhibition Operation Basic Plan (Draft), National Archives of Korea, Service Policy Division

1) Exhibition Area

- (1) The exhibition area is a functional area that plays the key role as the original function of the museum, and consists of an exhibition space and an auxiliary space to support it.
- (2) For the exhibition contents and direction of display required for the space composition of the exhibition area, refer to [Reference Data 8] (National Archives Museum Space Composition and Exhibition Operation Basic Plan (Draft)).
- (3) The exhibition area should be planned as a space where various types of exhibitions can be held.
- (4) The exhibition space consists of four exhibition halls, from the introduction exhibition hall to exhibition hall 3, excluding the special exhibition hall, and they need to be planned with a focus on connectivity that allows visitors to move around in an open atmosphere.

- (5) Circulation from the introduction exhibition hall to exhibition hall 1 and 2 must be planned in a sequential manner, but for the circulation from exhibition hall 2 to the special exhibition hall, exhibition hall 3, and experiential education area, visitors can freely choose the next visit route and enter and exit.
- (6) The introduction exhibition hall should be planned as an open storage space where visitors can select and view systematically organized records.
- (7) The permanent exhibition hall is the representative exhibition space of the National Archives Museum and is the main exhibition space that shows the overall history of records.
- (8) The exhibition preparation room is a space for storing work and equipment for exhibitions and should be located adjacent to the exhibition room, but should be arranged in consideration of the movement path of internal management staff connected to the office.
- (9) The multi-purpose storage is a multi-purpose space where items needed for exhibitions are stored and necessary work is performed.
- (10) The exhibition area by field is planned to diversify the display concept, such as experience, video, and reproduction, depending on the subject and medium of the records. Accordingly, various forms of records, such as paper products, audiovisual materials, and museum materials, will be comprehensively utilized, and digital technology will be applied to produce the exhibition in order to overcome the limitations of access to two-dimensional records. Therefore, the space must be planned to accommodate this.
- (11) The special exhibition hall is a special exhibition space that accommodates exhibitions that change according to the planning intent and theme. It should be planned as a space that can accommodate exhibitions that attempt to fuse genres such as culture and art, rather than exhibitions that are simply comprised of records.
- (12) It is encouraged to plan as a highly variable space in preparation for future expansion of the exhibition scale and changes in the exhibition format.
- (13) The exhibition space should be planned as a column-free space, and the volume is planned to take into account sufficient height and load according to the characteristics of the exhibits.
- (14) Plan the space considering the smooth movement of exhibits in and out.
- (15) In accordance with Article 60 of the Enforcement Decree of the Public Records Management Act, the preservation facilities, equipment, and environmental standards of record management institutions and [Appendix 6]<Amended on January 5, 2020>, the installation environment, including lighting and air conditioning, shall be planned to ensure that exhibits are well preserved and displayed.

2) Storage area

- (1) Long-term storage artifacts are stored in the integrated storage facility, but a separate storage area (temporary storage facility) should be planned in the

National Archives Museum for temporary storage of exhibition records.

- (2) When archives are brought into the museum, they are sent to the integrated storage facility, where they are processed and worked in the research area, then temporarily stored in the temporary storage facility, and then sent to the exhibition preparation room if they are to be exhibited.
- (3) Consider temperature and humidity control, security, and disaster prevention, and plan to minimize the distance for bringing in and moving exhibits.
- (4) Plan to ensure that the route for bringing in and moving exhibit records is not exposed to visitors.
- (5) Plan the temporary storage facility to include unloading and unpacking space.

3) Experiential Education Area

- (1) The experiential education area is a space where one can experience the process of records(artifacts) management, such as registration, digitization, and preservation processing of records. It is a core space that is configured to perform an intermediate function between education. And this is a space that effectively operates educational programs linked to exhibitions and provides customized programs according to the target audience.
- (2) The experiential education area should be planned so that it can indirectly experience analysis, preservation treatment, environmental control, etc. that are carried out in the conservation science lab, and provide an experiential education program that allows the user to experience the work that takes place inside the temporary storage facility by grafting digital images onto the visible storage facility*.

(*Temporary storage operation: Operation of a temporary storage for exhibition records in conjunction with the integrated storage)

- (3) The experiential education area is an exhibition hall where various experiential education, workshops, and seminars are held, so it should be planned to create an open production space or studio atmosphere.
- (4) The experiential education area should be designed to be accessible from the exhibition space (Exhibition hall 2) to encourage linkage with the exhibition program and participation of visitors, and should be designed as a space where the program progress can be easily exposed to visitors.
- (5) The experiential education area is an experiential space located within the overall viewing circulation. Rather than being completely separated from the exhibition space, it need to be designed so that the viewing route is naturally connected and the guardians can secure a field of vision.
- (6) Since the experiential education area applies experiential and educational programs that actively utilize digital devices, it must be equipped with basic facilities (electricity, communications, etc.) for operating and managing the devices. The plan should be designed to take into account the use of soundproof walls using sound-absorbing materials, contamination of floor

finishes and furniture, and durability issues. The flexibility should be considered to allow for flexible separation between experiential spaces in order to carry out expanded forms of experiential programs.

4) Office Area

- (1) Secure an independent circulation separate from the visitor route.
- (2) Plan the office to be able to perform various administrative tasks, including the director's office, and includes a conference room and a lounge.
Refer the [Reference Data 8] National Archives Museum Space Composition and Exhibition Operation Basic Plan (Draft) - Page 3 - Organization and personnel
- (3) It must be planned so that work such as research and exhibition planning can be performed, and includes multiple conference tables for meetings and data review.
- (4) Plan convenient facilities to provide a pleasant working environment for administrative support personnel such as operations.
- (5) Plan them as variable to flexibly respond to organizational changes and expandability due to future job reorganization.
- (6) The office should be planned to allow natural lighting and ventilation so that work can be performed in a comfortable environment.
- (7) The office/research area should be planned to secure an independent entrance route separate from the visitor route so that entry and security management can be conducted even when the museum is not operating.

5) Service Area

- (1) Convenience spaces shall be planned independently and appropriately from the visitor circulation while considering the pathway to allow natural inflow
- (2) The lobby space should be planned with a focus on the connection with the introduction exhibition hall, which is an open storage space, and should be planned to secure visual openness through sufficient ceiling height and connection with the external space.
- (3) The rest area shall be planned to be able to view the museum's exhibition and event information.
- (4) Sufficient area must be secured for the public space considering that it is a cultural assembly facilities.

6) Maintenance Area

- (1) Plan the maintenance space including mechanical room, electrical room, air conditioning room, auxiliary room, and warehouse.
- (2) Mechanical room, electrical room, etc. must be designed with structures and waterproof finishes to prevent the risk of flooding and condensation, and the installation plan must take into consideration measures to ensure that water supply and drainage pipes are not located in close proximity.

7) Other

- (1) Plan to satisfy Green building certification (highest grade), Building energy efficiency grade certification (1++), Zero energy building certification, and Barrier-free living environment certification (excellent grade)