# ABSTRACT

An information management apparatus of the present invention including a database DB1 (11), in which document information and keywords which have been correlated to the document information in order to search for the document information are electronically saved, a copy unit (104) that copies the document information and the keywords from the DB1 (11) at the same time, a keyword temporary storage unit (106) that stores the copied document information and keywords, a keyword acceptance unit (114) that accepts entry of the keyword selected from a list of keyword options displayed on a keyword entry screen as a keyword to be correlated to the copied document information, a notification unit (115) that prompts entry of the keyword from the keyword option list displayed on the keyword entry screen when the document information is copied, and a registration unit (126) that stores the keywords in the storage unit (106) into a database DB2 (11) in a condition where they are correlated to the document information in the storage unit (106), wherein the keywords in the storage unit (106) are given an addition of or changed to the keyword accepted by the keyword acceptance unit (114).