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ICA Congress Workshop
Japanese Paper Conservation

Three professional conservators from the National Archives of Japan will guide participants through a hands-on workshop, learning three basic conservation methods.

Tsukuroi: Fill in the worm damaged holes with Japanese paper
Urauchi: Glue a sheet of Japanese paper to the entire back of the damaged material
Toji: Japanese bookbinding by stitching

Date: Friday, August 24  1) 09:30-12:00  2) 13:30-16:00
Program: Lecture (30 min.) by Prof. Katsuhiko Masuda, Showa Women's University
Practicum (120 min.) by Conservators of the National Archives of Japan
Ms. Ikuko Nakajima, Mr. Tomohiro Akutsu, Mr. Itaru Aritomo

Venue: Queensland State Archives
Price per person: AUD 50
©Pre-registration required. Please contact ICA Congress host to join the workshop.
University Archives in Japan: an Experience of the Hiroshima University Archives

Dr. Seiichi KOIKE
Director, Hiroshima University Archives
Professor, Graduate School for International Development and Cooperation
Hiroshima University

[Abstract]

Public Records and Archives Management Act (PRAMA) has brought about a new development to university archives in Japan, whose present situations are hardly known abroad. In this presentation, efforts made by Japanese university archives are introduced, taking for example the Hiroshima University Archives (HUA).

Japanese university archives are categorized into four groups: (1) quasi-public archives, (2) ones for compiling university histories, (3) memorial libraries of the founders, and (4) ones designed for alumni service. Japanese Association of College and University Archives was formed in 1996, whose current membership amounts to 107. Although many of them fall under (2), archives which belong to (1) are likely to increase in number owing to PRAMA.

Established in 2004, HUA was designated by a cabinet order to come under PRAMA in 2011. It is thus responsible for corporate document management of the university from their current to non-current stage, and employs the following strategies: (i) efficient document management, (ii) to show attraction of the university, (iii) to contribute to education and research, (iv) to build a university identity, (v) strong partnership with the local neighborhood, and (vi) to continuously dispatch information. Within HUA, the Office of Corporate Documents and the Office of University History correspond to (1) and (2) respectively. As Category (3), there are the memorial library of Tatsuo Morito, the first president of the university, and the Academic Library for Peace. By engaging in the foundation of the Hiroshima University Alumni Association, HUA also falls under (4). Furthermore, given the Great East Japan Earthquake, it concluded in 2011 a mutual cooperation agreement with the Hiroshima Prefectural Archives on protection of historical materials at the time of disaster.

HUA provides a unique business model for university archives; namely, it satisfies both functions of institutional and collecting archives, along with education and research activities.

[Biography]

Dr. Seiichi KOIKE
Professor, Graduate School for International Development and Cooperation, Hiroshima University.
Koike holds a Ph.D. in history and specializes in modern Japanese history and documents. After working at the Diplomatic Archives of the Ministry of Foreign Affairs, he joined the faculty of the Hiroshima University and has been Director of the Hiroshima University Archives since 2004. His works include Introduction to Modern Japanese Document Studies (Gendai Shiryo Shuppan, 2008) and Manchurian Incident and Japanese Foreign Policy to China (Yoshikawa Kobunkan, 2003).
1. University Archives in Japan

- The Japanese Association of College and University Archives. Established in April 1996 and currently with 107 member organizations.
  - University archives of the national universities
  - 11 universities (of the 86 national universities, 12.7%)
    Enforcement (April 2011) on the "Public Records and Archives Management Act" (Act No. 66 of July 1, 2009)
  - Only 6 universities including Hiroshima University

- Classification of the university archives
  1. Functional classification
     a. archives, b. history compiler, c. memorial library of founders, d. alumni association-oriented
  2. "institutional archives" "collecting archives"

2. Basic Policy of the Hiroshima University Archives

1. Supporting efficiency of business with document management
2. Developing the uniqueness of the university - to protect the school motto and philosophy -
3. Formulation of basic grounds for education and research
4. "from pre-university to post-graduation"
5. Cooperation with local communities - local to global -
6. Continuing to disseminate message as a local university

3. Organization and activities of Hiroshima University Archives

- Hiroshima University Archives
  Total floor space 835m², Total liner meters 4317.3m
  Specialized staff (One archivist, one associate professor, one assistant professor)
  (Hiroshima University National University Corporation. 15,520 students, 3,307 teachers and staff)
3.1. Office of Public Records

1. Management of the document life cycle
2. Management of the document management system
3. Destruction authority
4. Installation of the Branch Office of Public Records (stack room 88m², reading room, office room 24m²) in January 2011 (stack room of the Office of the Public Records at the main building 80m² and office room 40m²)
5. Training program for records managers

Office of Public Records

Classification of the document

- Reconstruction of understanding “Documents”
- Document classification on the stage for preparing “Public documents” “Private documents”
- Document classification at the collection stage “Public documents” “Personal/group documents”

“Personal documents” are interpreted as scholarly materials

Reason: (1) Difficulty in arranging documents with the current personnel and facilities within one year (2) Contract with donators → Need to avoid limiting use by the application of the Act of Access to Information and the Personal Information Protection Law
3.2. University History Materials Room

- Classification of Archival Documents
  1. Documents formerly owned by various schools under the old education system comprehended to the new system Hiroshima University (Hiroshima Higher Normal School, and Hiroshima University of Arts and Sciences).
  2. Personal documents of Hiroshima University officials, (especially, the full relevant documents of former presidents. Documents and materials previously owned by the faculty and alumni).
  3. Documents relating to the Alumni association (Old archives of the Alumni association of the Hiroshima High School under the old education system) and the teachers’ union.
  4. Copies of the collection of other institutions for the history compilation project.

Three Specific Libraries

- Tatsuo Morito Memorial Library:
  Diaries, letters, notes and documents (including handouts of Cabinet meetings), once owned by the first president Tatsuo Morito (1888-1974); 36,957 items

- Peace Academic Library:
  Personal documents of Toshihiro Kanai (1914-1974) and others. Diaries, letters, notes and documents. Approx. 60,000 items

- Toshiyuki Kajiyama Library:
  Books, scripts, interview notes, letters, formerly owned by Toshiyuki Kajiyama (1930-1975). Approx. 10,000 items
3.3. Education and Social Contributions

- University history (own school history) education
- Cultural education subjects “History of Hiroshima University.” Last year, 976 people attended

- Hiroshima University Archives and Hiroshima Prefectural Archives
- Agreement of “Mutual cooperation for the protection of archives in case of disaster”

Contribution

- Hiroshima University Archives → Multiple archives fulfilling institutional archives as well as collecting archives and 4 elements: 1) archives, 2) History compiler, 3) Memorial library on founders, 4) Alumni Association-oriented
- Limitation of the Public Records and Archives Management Act
- Individuality and balance

Two Business Cycles

- Research
- Oral history
- Oral history
- Contribution of the self-identified institutions
- Training program
- University think tank
- Education and research

Publications of the Hiroshima University Archives 1

- Document Catalog
  1. “Documents relating to Yutaka Okihara in the collection of the Hiroshima University Archives” 2011
  2. “Documents relating to Tatsuo Morito in the collection of Yokohama City” 2010
  3. “Materials catalog of Hiroshima High School under the old education system, in the collection of the Hiroshima University Archives” 2008
  4. “Document catalog relating to Takashi Hiraoka in the collection of Research Institute for Radiation Biology and Medicine, First Series” edited by Hiroshima University, 2005
- Books
  3. “50 years of Hiroshima University” Hiroshima University Press, 2007

Publications of the Hiroshima University Archives 2

- Written Reports
  1. “Record management training reports of the Chugoku and Shikoku District national university corporation in FY 2011” 2012
  3. “Research on the newspaper reporter’s coverage in the process of reconstruction of the atomic bombing of Hiroshima” (Research report of the Humanities Research Grant by Mitsubishi Foundation in FY 2007) 2009
  4. Research series of the Hiroshima University Archives 1 “Incorporation of national universities for the local national university” 2008
  5. “Reports by external evaluations for the Hiroshima University Archives” 2008
- Oral History
  1. “Memories of the atomic bombing, a world without war – Oral history, Ikko Harai” 2010
  2. “Memories of Ruo Mardia – Oral history, Ruo Mardia” 2010
  3. “Have survived in the atomic field – Oral history, Mitsuo Kodama” 2009
Efforts of Japanese Local Governments to Develop Record Management System and Public Archives

Dr. Tetsuya SHIRAI
Associate Professor, Faculty of Library, Information and Media Science, University of Tsukuba

[Abstract]

Hardly any Japanese local governments had addressed preservation and use of historically important records until the 1960s. However, establishment of local public archives showed some progress between the 1970s and the 1990s owing to three reasons. First and foremost, there was formed public opinion to establish public archives as a result of growing movement to preserve historical materials. Secondly, local governments preceded the national government in steering public policy toward information disclosure in the 1980s. Thirdly, an act to promote establishment of public archives was enacted in 1987.

Nevertheless, preservation and use of historically important records remain underdeveloped still now. As of 2011, only 3% of public archives are run by local governments. The background hindering development of local public archives is: poor understanding of local government staff about preservation and use of such records; vagueness about the depth and scope of appraisal criteria; and financial and physical limitations for preservation environment.

Given that the Public Records and Archives Management Act asks local governments to make every effort to achieve better public records management, a study group of experts from the administration, private sectors and academia published a guideline for local governments on formulating regulations for public records management in 2011. At present, some local governments are in the process of introducing regulatory framework for public records management, while others seek for establishing local public archives in conjunction with other institutions.

[Biography]

Dr. Tetsuya SHIRAI
Associate Professor at the Faculty of Library, Information and Media Science, the University of Tsukuba. Shirai has worked for the Cultural Heritage Division, history museums, and archives since he joined the Saitama Board of Education in 1992 as staff. He has been in the current position since 2009, and holds a Ph.D. in history from the Meiji University with a focus on Japanese regional archives studies, Japanese history compilation from the 17th through 19th century, and regional history.
Efforts of Japanese Local Governments to Develop Record Management System and Public Archives

Tetsuya SHIRAI 白井哲哉
Faculty of Library, Information and Media Science, University of Tsukuba

Introduction

Public Records and Archives Management Act (PRAMA)
(Enacted on July 1, 2009)

• Article 34 (Management of Documents by Local Public Entities)
In accordance with the purpose of this Act, a local public entity shall strive to formulate and implement measures necessary to properly manage documents in its possession.

Purpose of Presentation

• Challenge Establishment
What should Japanese local governments do to establish the records management system and set up public archives in future?

• Introduce current problems and efforts to solve them.
Outline

• Records management by local governments and the historical background
• Current situation and challenges of local governments
• Guideline for ordinance establishment
• Lessons from the Great East Japan Earthquake

Historical Background of Public Records Management by Local Governments

• Records management in local regions of modern Japan → Four historical groundbreaking events
  First : Reform of the local government system in 1889
  Second : Abolishment of county offices in 1926
  Third : Merger of cities, towns, and villages in the late 1950s
  Fourth : Establishment of the National Archives Act in 1987

Reform of the Local Government System in 1889

• Preconditions: The latter half of the 16th century - the latter half of the 19th century
  Japanese feudal lords organized communities of villages and towns into 71,314 administrative units (in 1888)
  Appointed community leaders as administrative supervisors known as shoya and nanushi
  Leaders' houses became government offices.
  Official documents were controlled by leaders.

The modern government initially maintained the same system.

Reform of the Local Government System in 1889

• The reform of the local government system in 1889
  The government separated the administrative functions from communities.
  Many villages and towns were merged
  *15,859 bodies (in 1889)
  → New local governmental bodies were established.
  New government offices were built and new employees hired. Most of the documents were destroyed except for a few exceptions.
  In fact, leaders and their descendents have been continuing to manage documents personally.

Destroyed Official Documents of the late 19c
Sarashina Village Documents, Yamanashi Pref. (1888)
The abolishment of county offices in 1926

- County offices: Established in 1878
  At the time of abolishment, administrative records were compiled: county records
  County offices' official documents were abolished.

The Merger of Cities, Towns and Villages in the Late 1950s.

- Promoted by the government in 1953-1961.
  *3,472 bodies (in 1961)
  Established new local governments. Built new government offices.
  Most old official records not passed on, but left behind in old repositories and often scattered and lost.

1970s-80s Progress of Records Management and the Establishment of Public Archives

- 1970s
  Citizens’ movement to preserve historical records
  → Focus on old public records of local governments
  Campaign seeking to establish local public archives.

- 1980s
  Local governments started to introduce information disclosure systems.
  → Employees recognized public records as the basis of governments' accountability

The Establishment of the National Archives Act in 1987

* The National Archives Act (Established in 1987)

- Article 3 (Responsibilities)
  National and local governments are responsible for taking proper measures to preserve and use historically important official documents.
  → Granted legal grounds to existing archives.
  *19 public archives (in 1987)
  Promoted the construction of subsequent archives.

Current Situation and Challenges of Local Governments
Current Status and Challenges of Local Governments

- Local governments that select historically important official documents from non-current records --- 41%
  Prefectures --- 90%  Cities, towns, and villages --- 40%

- Local governments disclosing selected historically important official documents of the above --- 27%
  Prefectures --- 57%  Cities, towns, and villages --- 26%

*The response rate for the 2009 survey --- 55%:
Prefectures --- 79%  Cities, towns, and villages --- 54%
from the Questionnaire Survey Concerning Handling of Historically Important Official Documents by Local Governments, Japan Society of Archives Institutions, 2010

Japanese Local Public Archives: Gunma Prefectural Archives

Factors that Prevent Local Governments from Improving the Preservation and Use of Historically Important Official Documents

The first factor: Local governments do not prioritize records management.
* Employees do not understand official documents’ historical value.

The second factor: The types, content and appraisal standards of official documents to be selected and preserved are unclear.
* The investigative research into appraisal and selection progressed slowly.

Factors that Prevent Local Governments from Improving the Preservation and Use of Historically Important Official Documents

The third factor: Local governments cannot prepare the budgets, facilities, and staff required for public archives.
* Since 2000, small public archives have been established.

The fourth factor: Ordinances on the records management have not been developed.
* There is no case or text for employees to learn.

Guideline for Ordinance Establishment

The number of local public archives

Prefectures (including government ordinance-designated cities) 39
Cities, towns, and villages 21
Total 60

The Workshop to Study Local Public Records Management Ordinances

- Formed in 2010 based on a proposal from ARMA Tokyo Branch.
The workshop consists of 14 members: archives employees, local governments’ records management officials, records management company staff, and college professors.

- Guideline released in 2011
  “Toward the Establishment of Public Records and Archives Management Ordinances”

Guideline for Ordinance Establishment

- Policies of the Workshop Study Local Public Records Management Ordinances
Proposed the establishment of ordinances on records management and establishment of public archives from the standpoint of local autonomy.

Created the guideline to summarize points to be considered when preparing ordinances, rather than drafting ordinances.

Guideline for Ordinance Establishment
Proposal that Reflects the Actual Status of Local Governments

- Management entity of historically important official documents
  Emphasis on enhancement of the functions rather than constructing new facilities.
  → Proposed the decentralization of archives business and the promotion of cooperative efforts.

- Facilities required for the management
  Essential facilities: Transfer/collection and temporary storage, arrangement and conservation, permanent preservation, reading and use, wider use, and management
  → Clarified core facilities

Guideline for Ordinance Establishment
Proposal that Reflects the Actual Status of Local Governments

- Management facilities other than public archives
  In Japan, sometimes museums and libraries are substitutes for public archives.
  * The number of public archives established in museums and libraries is increasing.
  Proposed key points to facilitate the management of facilities:
  • How to handle business in existing public archives.
  Proposed the reconfirmation of official documents after a certain period
  Proposed a more user-friendly service method

Local Public Archives Established in a Library: Samukawa Town, Kanagawa Pref.

* Considered official documents up to the end of the 19th century, which are individually managed by descendants of old community leaders
  Many public archives already store them.
  → Proposed that we should study whether these documents, which are not currently handled as official, should be subject to ordinances or not.
Lessons from the Great East Japan Earthquake

Minamisanriku Town, Miyagi Pref.: Map

Minamisanriku Town, Miyagi Pref.: Old Urban Area (May 28, 2012)

Site of the Town Library of Minamisanriku (May 28, 2012)

Site of the Town Office of Minamisanriku (May 28, 2012)

Site of the "Disaster Prevention Office" in the Minamisanriku Town (May 28, 2012)
Lessons from the Great East Japan Earthquake

- Conditions for facilities that enable permanent preservation
- Location of storage facilities and geographical environment
- Decentralized storage of documents/data in case of disaster
- Copy documents in case of disaster

Thank you for your attention.
Public Records and Archives Management Act and Challenges after Its Enforcement

Prof. Shinichi OKAMOTO
Professor, Faculty of Law, Fukuoka University

[Abstract]
Enacted in July 2009, the Public Records and Archives Management Act (PRAMA) has improved record management of Japanese state organs and incorporated administrative agencies and remarkably strengthened its archival system including the National Archives of Japan.

The gist of PRAMA is given as follows: it (1) provides for uniformed management rules for creation, arrangement, preservation, transfer and destruction of official documents; (2) introduces a record schedule which requires appraisal of historically important documents at the earliest possible opportunity which are to be transferred to the National Archives etc. upon expiration of their retention periods; (3) introduces compliance mechanisms such as regular reporting of administrative document management status and the Prime Minister’s recommendation on better records management; (4) utilizes professional and technical opinions of external experts such as the Public Records and Archives Management Commission and the National Archives in its implementation; and (5) introduces the idea of, and a remedy for, a right to use historical public records and archives in order to promote their use and furthers digital archiving.

PRAMA came into effect fully in April 2011, in the midst of national emergency due to the Great East Japan Earthquake and the nuclear power plant disaster in Fukushima.

As for future challenges related to PRAMA, first and foremost, the compliance mechanisms need to be operated in a practical manner. Secondly, it is necessary to develop an integrated document management system, in order to streamline the procedures for both checking record schedules for voluminous administrative documents of the government and the approval for destroying the documents by each responsible Minister. Thirdly, details of a common rule for born-digital document management need to be elaborated. Further challenges include ingestion of born-digital documents as well as rules for creation and preservation of important records in emergency such as natural disaster and accidents.

[Biography]
Shinichi OKAMOTO
Professor, Faculty of Law, Fukuoka University. Former Director of the Records and Archives Management Division, Minister's Secretariat, Cabinet Office. Okamoto has more than 20 years’ experience in the Japanese Government. After working for regional revitalization and civil servant system reform at the Cabinet Secretariat, Okamoto was engaged in record management in the government since 2008 as Director for Policy Planning to prepare for the Expert Committee on Records Management and the Public Records and Archives Management Act. Okamoto holds a bachelor’s degree in economics from the University of Tokyo, and a master’s in public administration from Syracuse University.
Public Records and Archives Management Act and Challenges after Its Enforcement.

August 21, 2012

Professor Shinichi Okamoto, Fukuoka University
Former Director, Records and Archives Management Division, Cabinet Office, Government of JAPAN
Establishment of Public Records and Archives Management Act

The National Archives needed to be updated and improved.
- The organization that stores important materials (about 1.17 million books) transferred from ministries as historical records and provides them for use (reference, exhibition, digital archives, etc.)
- Appraises and selects public documents and employs experts in long-term preservation and conservation
- However, with only 47 employees it is far smaller in scale than archives of other countries (US: 2,500 employees, UK: 600 employees)
- Documents of real importance have not been transferred from ministries

Concerns about the inadequacy of public document management were raised in an extraordinary session of the Diet in fall 2007 and a review of the public document management system was discussed.
- Missing pension records
- Missing ship logbook of the Self Defense Forces supply ship, Towada

Policy Speech by Prime Minister Yasuo Fukuda to the 169th Session of the Diet on January 18, 2008 (excerpt):
The careless management of public documents, such as pension records, is absolutely unacceptable. We will conduct a fundamental review of the modalities for managing administrative records and will consider their legislation, and furthermore, we will improve the system for preserving public records, including expanding the national archives system.

Five Points of the Public Records and Archives Management Act

(1) Stipulating uniform management rules by law
- Same law for the management of documents in use in government institutions and the management of documents no longer in use in the National Archives of Japan, etc.
- Uniform management rules on government documents are enshrined into law. Concrete standards stipulated by law in accordance with a review by the Public Records and Archives Management Commission

(2) Introducing records schedule
- To ensure the smooth transfer of documents, a records schedule will be introduced to appraise and select important historical documents as early as possible with the support of experts. A new storage system will be set up in an intermediate repository
- All administrative document files considered to be historically significant will be transferred.
- The need for prior consent from the prime minister for the destruction of administrative document files will be made clear

(3) Securing compliance
- Regular reports from the heads of administrative organs to the prime minister on the status of administrative document management will be mandatory
- An inspection system and an advisory system will be established by the prime minister

(4) Utilizing external experts’ knowledge and functionally reinforcing National Archives
- Public Records and Archives Management Commission made up of external experts was formed. It reviews and discusses government ordinances, motions for complaint about the use of specified historical records and archives, destruction of specified historical records and archives, and recommendations on management of public documents
- National Archive’s inspection system, a preservation system in an intermediate repository, professional and technical advisory system on the preservation and use of historical records and archives

(5) Promoting utilization of historical documents
- Establish rights of use, create a system to file objections, and aggressively promote general use
- Historically significant corporate document files of incorporated administrative agencies will also be transferred
Points about the Public Records and Archives Management Act

**Point 1**
Stipulating uniform management rules by law
- Creation standards (Art. 4), storage time standards (Art. 5-1 & 5-3), management record registers (Art. 7) etc.

**Point 2**
Introducing records schedule
- Created (Article 4)
- Organized (Establish retention period, whether to transfer or destroy) (Article 5)
- Storage time, decision to transfer or destroy, etc. entered into management record & published (Article 7)
- Preserved (Article 6) (central control implemented)
- Disclosed request (Freedom of Information Act)

**Point 3**
Securing compliance
- Mandatory reports on status of management within Ministries (Article 9-1)
- Cabinet Office to establish inspection system and advisory system (Articles 9-3 and 31)
- Report (Article 9-1)
- Prior consultation (Art. 10-3)
- Professional advice (National Archives Act, Article 11-1-4)
- Inspection (Article 9-4)

**Point 4 (1)**
Utilizing external experts’ knowledge
- Establish Public Records and Archives Management Commission (Article 28-1)
- Consultation on proposed recommendation (Article 29-3)
- Report

**Point 4 (2)**
Reinforcing function of the National Archives
- Establish professional advisory system (National Archives Act, Article 11-1-4)
- Establish inspection system by the National Archives (Article 9-4)
- Opposition [when there is an objection against restrictions on use] (Article 21-1)
- Preserved in perpetuity (Article 15)
- Utilized (Article 16)

**Point 5**
Promoting use of historical records and archives
- Establish the right to use (Article 16)
- Promote digital archiving (Article 23)
- Incorporated administrative agency documents also transferred to the National Archives (Article 11-4)

Ministries
- Ministries’ document management rules
- Proposals for ministries’ records management rules drawn up based on uniform rules (Art. 10)

Cabinet Office
- Consultation on drafts of govt. ordinance & rules (Art. 29-1 and 29-2)
- Review & discuss (Articles 28 & 30)

Public Records and Archives Management Commission
- Established in Cabinet Office

Public
- Report

National Archives
- Storage in intermediate repository (National Archives Act, Article 11-1-2 and 11-3-2)
- Consent
- Prior consultation (Art. 8-2)
- Professional advice (National Archives Act, Article 11-1-4)
- Inspection (Article 9-4)
- Review & discuss (Art. 28 & 30)
Roles in Public Records Management Process

Public Records and Archives Management Commission
- Watchdog (checking function)
- Role of document management consultative body
- Ensure objectivity of a “third party” with a specialist viewpoint

National Archives = management specialist
- Specialist role
  - Advising from a professional and technical viewpoint
- Function of advisor to the prime minister on records management

Prime Minister = Control tower (authority of system)
- Putting common rules into practice
  - Ordinance
  - Standards
- Records schedule, management status checks and improvement leadership
- Consent for records management rules
- Recommendation to improve
- Consent to destroy
- Professional and technical advice
- Ministry
- Professional and technical advice
- *Prime minister can stop destruction

Ministries

Public Records and Archives Management Overview

Ministries
- National Archives of Japan
- MIC
- Records Management System (Administrative Document File)

Electronic File
- Paper
- After enforcing the Public Records and Archives Management Act April 2011
- Introduction of New System
  - Records Schedule
  - Compliance
  - Establish Record Center at National Archives
  - Archival and Record Management professionals will be ready to advise Ministries

Archival System
- Have good quality control
- Paper or Electronic Media?
- Electronic File
- Microfilm
- Paper
- Electronic File
- Microfilm
- Paper
- Electronic File
- Microfilm
- Paper
- Electronic File

*National Archives accepts electronic files on media basis (e.g. Optical discs) from April 2011
Corporation, Local Government, and Private Sector Records Management

(1) Incorporated administrative agencies must manage corporate documents properly in accordance with the management of administrative documents (Article 11)
(2) Local governments are obliged to make an effort to conduct suitable records management (Article 34)
(3) Historical documents belonging to individuals or companies can be donated or deposited to the National Archives (Article 2-7-4)
(4) If administrative organs or incorporated administrative agencies undergo organizational review such as privatization, they are obliged to take necessary measures for the suitable management of administrative documents or corporate documents (Article 33-2)

Target Documents (Public Records and Archives (Article 2-8))

(1) Administrative documents
   - (3) Historically significant government documents
     Should be transferred when retention period expires

(2) Corporate documents
   - (3) Historically significant legislative documents
     Can be transferred by agreement between the Chairman of the National Diet and the Prime Minister
   - (3) Historically significant legislative documents
     Can be donated or deposited to the National Archives

Legislative institution documents
   - (3) Historically significant legislative documents
     Can be transferred by agreement between the Chairman of the National Diet and the Prime Minister

Judicial institution documents
   - (3) Historically significant legislative documents
     Can be donated or deposited to the National Archives

Private sector documents
   - (3) Historically significant legislative documents
     Can be donated or deposited to the National Archives

Local public entity documents
   - (3) Historically significant legislative documents
     Can be transferred

Local public archives, libraries, etc.

*Public records and archives = (1) Administrative documents + (2) Corporate documents + (4) Specified historical public records and archives

*Historical public records and archives = total of all (3)’s.
Review and revision approximately five years after the enforcement of the Public Records and Archives Management Act

Public Records and Archives Management Act (Act No. 66 of 2009)
Supplementary Provisions
(Review)

Article 13
Approximately five years after the enforcement of this Act, the Government shall review the scope of Administrative Documents and Corporate Documents as well as other matters, taking into consideration the state of enforcement of this Act, and when it finds it necessary, shall take necessary measures based on the findings of the review.

(2) Management of the documents of the Diet and the Courts shall be subject to review, in consideration of the purpose of this Act, as well as the status, power, etc. of the Diet and the Courts.

The basic policies to review the systems and organizations of the Incorporated Administrative Agencies (Cabinet Decision of January 20, 2012)

Matters including conversion into a special juridical person shall be considered during the review approximately five years after the enforcement of the Act as provided for in the Public Records and Archives Management Act (Act No. 66 of 2009).
Preparation of Documents

In carrying out administrative work, you shall prepare documents to record the work. This is crucial, as we strive to secure precision and accuracy in the activities of administrative bodies and clarify the responsibilities. Thus, written records are indispensable to correct and efficient running of administration.

Documents to prepare

1) Documents related to decision-making
2) Documents related to results of clerical work and projects

For those jobs listed in the Separate Table of the Document Control Regulations, prepare documents in accordance with the regulations written in the Table.

Arrangement of Documents

Compile into files
- When you prepare or acquire a document:
  1) Paper document: Store it in paper file, etc.
  2) Electronic document: Store it in the electronic document control system

Give a name and set up the treatment
- Define the file name, category, storage period, and the last day of the storage period
- Define the treatment of the document after its storage period is over

Categorization
- Classify the document into one of the three categories, in accordance with the nature of the relevant clerical work and project as well as its details

Control record of administrative document files

Record it in the control record of administrative document files
- Contain the name, preservation treatment, etc. defined for the administrative document file you have. Then, write these information in the control record of administrative document files.

A single paper file should contain some 100 to 50 documents. (equivalent to a single file made of paper)
Preservation, transfer, disposal, etc. of documents
(§ 6 and 8 of the Act, § 10 of its Enforcement Order, relevant to Guidelines V and VII)

**Responsibilities of Document managers**

1. **Prepairing or acquiring documents**
   - A document manager instructs employees to prepare documents that are used in the process of decision-making.
   - Preparing administrative documents preserved unfilled), and then finalize the record by the document manager, correctly records such files and other documents (including administrative documents).

2. **Preservation, transferring, or disposing documents**
   - Correct preservation of documents during their storage periods.
   - Deciding whether to dispose or transfer a document, and others.

3. **Arranging documents, control record of administrative document files**
   - Determine the criteria of standard document storage periods.
   - Confirm the control record of administrative document files, etc.

4. **Inspect how the document control is, and training, etc.**
   - Inspection, etc. of how the document control is conducted.
   - Encourage employees to join in training.
Responsibilities of the General manager of Documents

Appointing document managers
Appoints the Director of each Division, for instance, as document manager, who should take care of actual document control work.

Creating the instructions of file storage
Creates the instructions of administrative document file storage, which shows where to and how preserve documents (office room → storage room), among other things.

Setting up the directions of centralized control promotion
At latest by 2013, the General Manager should set up the directions to promote centralized control of documents in his / her administrative body.
Responsibilities of the General Manager of Documents

**Adjusting the control record of administrative document files**

Adjusts the control record of administrative document files with the document control system

- The record is to be kept in the office for viewing by the general public and also published over the Internet.

**Adjusting the record of transfers and disposals**

Transfers into the National Archives and other similar facilities those administrative document files, etc. whose storage periods have run out, while disposing those files to dispose. Then, writes these transfers and disposals in the record of transfers and disposals.

<When administrative documents are compiled into a file>

- The file’s name, the name of the person who compiled the file, the storage period, the last day of the storage period, etc.

Employees

Data entry

Document manager

Confirms and finalizes the contents of documents

Control record of administrative document files

PUBLISH

Adjustments with the document control system

<When an administrative document file is either transferred or disposed>

Name of the administrative document file transferred or disposed, the day of the transfer or disposal
Responsibilities of the General manager of Documents

Deciding the treatment of a document when its storage period is over

Transferring or disposing a document, or extending its storage period

Treatment of a document whose storage period is over, transfers and disposals of such documents

Consent

The earliest time possible before the storage period runs out

The document manager chooses the treatment of a document when its storage period is over and asks for consent with the chosen treatment.

Treatment decided

The file is transferred or disposed, whichever is decided.

Consent

Before disposing the file, the document manager should consult the Cabinet Office in advance via the General Manager of documents.

Disposal

The file is transferred or disposed, whichever is decided.

Disposal

Transfer

When the period runs out

The file is transferred or disposed, whichever is decided.

Transfer into the National Archives

Disposal

Cabinet Office

Negotiation in advance

Consent

Advice, whenever necessary

National Archives

Cabinet Office

Cancellation of the disposal, or other necessary measures

Generally, 

Disposal

Transfer into the National Archives

Transferring or disposing a document, or extending its storage period

Advises, whenever necessary
Inspecting, auditing, reporting, etc.
how the control is conducted

Inspecting and auditing
1. A document manager inspects how the document control is, and reports the findings to the General Manager of documents.
2. The audit manager performs audit and reports the findings to the General Manager of documents.
3. The General Manager of documents takes the necessary measures to improve the administrative document control, in response to the results from the inspections and auditing.

Counteracting loss of a document, etc.
1. A document manager, in case it is found out that a document has been lost or disposed by mistake, shall immediately report the problem to the General Manager of documents.
2. The General Manager shall soon take the measures necessary to prevent aggravation of damages from the problem.

Reporting on how the document control is, etc.
1. Every year, the General Manager of documents shall report to the Cabinet Office how the administrative control is, including but not limited to how the control record of administrative document files is written.
2. The General Manager shall respond and provide necessary help to requests for a report, on-site inspections, etc.
3. The General Manager shall take the necessary measures, when he/she received a recommendation from the Cabinet Office.
Providing training

The General Manager of documents should provide employees with necessary training, to help them learn and improve knowledge and skills they need to control administrative documents correctly and effectively.

After a training session is held, the General Manager should learn how effective the training was, in efforts to systematically raise human resources, which requires systematically planned training.
Responsibilities of the audit manager

Planning

Audit plan

Appointment of an audit manager

- Basically, an "audit manager" should be the Director of a Division specializing in operational and other kinds of auditing of the administrative body considered.
- For the sake of accurate and high-quality auditing, you can set up an organization (for instance, a team including an assistant auditor) to help the manager in his / her work.

Audit manager appointed

Creating instructions

Creating an audit plan and an auditing manual

- In addition to creating an audit plan, audit instructions, and an auditing manual, the audit manager should make good use of inspection results from the document manager as well as other usable information to conduct effective and planned audit.

Auditing

Audit manager

Audit instructions

Auditing manual

Evaluation

Audit report

Conducting the audit

- The audit manager needs to hold an audit at least once every year on how administrative documents are controlled. The manager also has to report the audit results to the General Manager of documents.

Preparing an audit report

- After completing an audit, the audit manager should prepare an audit report, to encourage the document manager to take the necessary measures of improvement. At the same time, the audit manager should consider and evaluate effectiveness of the auditing methodology.

Measures of improvement

- The General Manager of documents shall, in response to the results from inspections and the audit, take necessary measures to improve the administrative document control.
From Search to Association: How to Bridge the Isolated Silos of Knowledge

Dr. Akihiko TAKANO
Director, Research Center for Informatics of Association
National Institute of Informatics, Japan

[Abstract]

Research Center for Informatics of Association (RCIA) aims to unify the information stored separately in libraries, museums, archives, and other facilities and organizations for cultural memories. RCIA promotes the research on information technology that enables the linkage between the unified cultural information and the memories or knowledge in broader areas.

“Association” is the keyword for our research. People perform intellectual activities by memorizing, remembering, and associating. RCIA has developed the informatics of association for retrieval and presentation of digital information so as to be interlocked with these activities, and has been providing information use environment to encourage spontaneous learning. Our goal is to realize a society where people can easily find the trust-worthy information. For this purpose, we seek for information expression to identify the credibility of information.

RCIA has developed information services on libraries and cultural heritage including “Webcat Plus,” “Shinsho Map (Map of Paperback Series),” “Book Town Jinbo,” and “Cultural Heritage Online.” Above all, “SO: IMAGINE” service bridges these isolated services to form a multiple information resource for searching.

Every organization has made efforts to preserve records and information for years. This presentation will examine what we need to do in order to help people living in the present and future to explore ideas and to solve problems with those records and information.

[Biography]

Dr. Akihiko TAKANO
Director, Research Center for Informatics of Association, National Institute of Informatics, Japan. Takano holds a Ph.D. in science and specializes in functional programming, program transformation, and informatics of association. After working at research laboratories in Hitachi, Ltd., he joined the faculty of the National Institute of Informatics in 2001 and has concurrently served as a professor at the University of Tokyo since 2002. He is enthusiastic about building the associative information services based on Generic Engine for Transposable Association.
From Search to Association
— How to bridge the isolated silos of knowledge —

Akihiko Takano
National Institute of Informatics, Tokyo
Dept. of Computer Science, Univ. of Tokyo

Hidden Traps in Decision Making
[Hammond, et al.1998]

• Anchoring: First impression affects much.
• Confirmation: Supporting evidences to our view stand and blind us with the conflicting facts.
• Memorability: Get influenced too much from the dramatic events, or when we receive similar information from different sources repetitively.
• Status quo: Easy to accept the status quo.
• Sunk cost: Difficult to accept the mistakes in the past, and stick at the current position even if it is obviously wrong.

How to overcome these traps in digital age

• Overview: Grasp the whole related info in the wider context, and observe the nature of them.
• Reliability: Availability of the origin of the info, or the traceability toward the source of info.
• Summarize: Common features among collected information can be automatically extracted.
• Jump: Focused beam of interest can be widen to the related islands of interest.
• Start over: Start over from any place in the process without feeling vain or to be lost.

“From Search to Association”

• Keyword Search as Index Crunching (Link Crunch)
  Association as Contexts Crunching (Content Crunch)
  "Convert Quality of Information into Inspiration!"

• From “Water Service” to “Steam Engine”
  Deliver information accumulated in one place to the other places without changing.
  "Accumulated information can work to transform other information. "Steam Engine for Contents!"

• Creative Interaction between human and cyber space
  Human: Associative retrieval of memory in the brain
  Cyber space: Search, Analyze, Represent the related info
  "Cyber space could be our Second Brain!"

Duality between Doc space and Word space

![Diagram showing the duality between Docs and Words](image)
Association based on “Topology”

Docs
Related docs
Assessive Search
Some Docs
Words
Characterizing Words
Topic Word Graph

“Informatics of Association”

• GETA — Generic Engine for Association
  - Compiles Content into Association
  - Computes virtual backlinks by similarity
  - Interoperable web-services for association

• IMAGINE — Federated Association
  - Dynamic Linker for Independent Associations
  - Relevance feedback among distributed contents
  - Associations interact with each other

Info Services with Association

• Information Service for non-experts
  - Associative Search by free texts or keywords
  - Topic Words to summarize search results
  - Search results can be used to elaborate query
    (relevance feedback)
  ⇒ Explore the cyber space freely without straying

• Dynamic coordination among related services
  - Association with free texts or topic words
  - Screening and detection of the relevant info

Association relates Sources

Docs
Related Docs
Some Docs
Words
Topic Words
Characterizing Words

Dynamic coordination of DBs

Virtual DB

User-centered Navigation
Associative Fusion of DBs

WebcatPlus
Library
Cultural Heritage

Museum

Internet

Generic Engine for Association (GETA)
Applicable to over 10 million docs
Scalable Association for Federation

Dynamic Association for Federation

DB’s with Association

Internet

Scalable Association for Federation

Dynamic Association for Federation

DB’s with Association

Internet

IMAGINE as a “Field of Association”

• **Create context for information**
  – Relate different information sources by association
    books, newspapers, photos, museums, Web...
  – Associate obscure information with reliable info
    authoritative sources, comprehensible sources
  ⇒ Cyber space with depth and sense of security

• **Discover one’s own context for information**
  – Human memory is the network of words (context)
  – Context from memory represents individuality
  ⇒ “Association” is comparable to “fingerprint”
New Webcat Plus (June 2010)  
<Assoc × Bookshelf as a cradle of knowledge>

Books, Works, Persons are three axis of coordinates

Create stable points of reference on the Web

Relevant info from various sources

NACSIS CAT (1000+ Univ)

Internet

Japan MARC (NDL)
Digital Archives for Historical Research and International Understanding

Dr. Kenichiro HIRANO
Director-General, Japan Center for Asian Historical Records
National Archives of Japan

[Abstract]
Japan Center for Asian Historical Records (JACAR) of the National Archives of Japan celebrated its 10th anniversary in 2011. This presentation reflects upon JACAR’s achievements over the past 10 years and discusses its challenges ahead. Furthermore, based on experiences had at JACAR, this presentation will examine how digital archives of official documents can contribute to historical research and international understanding.

JACAR has built a database for Japanese official documents classified as “Asian historical records.” Not only can any computer user now access these documents anywhere at any time for free, but the number of digitized images stored in the database is now reaching 30 million. The database system enables keyword searches across several archival institutions, which is one of JACAR’s distinctive inventions that may called part of the “JACAR method.”

In November 2011 at the International Symposium on JACAR’s 10th Anniversary, researchers demonstrated how the JACAR database has enabled them to share historical records beyond borders, furthering historical research both at home and abroad. This sharing of open historical records, which are no longer exclusively privy to specialists, has helped democratize historical research and make it public. With such goals, JACAR strives to achieve an “international public good” by contributing to historical research and international understanding.

[Biography]
Kenichiro HIRANO
Director-General, Japan Center for Asian Historical Records, National Archives of Japan. Professor Emeritus at the University of Tokyo and Waseda University, and Advisor to the Japan Society for Intercultural Studies. Hirano’s major works include International Cultural Relations (Tokyo University Press, 2000; also in Korean and Chinese), The Political Economy of International Cultural Exchange (Keiso Shobo, 1999), and The State and Cultural Transformation; Perspectives from East Asia (United Nations University Press, 1993). Ph.D. in history from Harvard University, with a focus on East Asian Civilization.
The 17th international Congress on Archives in Brisbane

Digital Archives for Historic Research and International Understanding

Kenichiro Hirano, Director General, Japan Center for Asian Historical Records

August 22, 2012

Japan Center for Asian Historical Records (JACAR)

Digital Archive offering access online to Asia-related historical Documents

Images of original, official documents of the then Japanese Government including the Ministry of Foreign Affairs, Army and Navy are made public.

Precious Historical Records

Whenever Whenever Whenever For Free

the world’s largest digital archive

Establishing JACAR

August 31, 1994

Plan for peace and friendship exchanges by then Prime minister Tomiichi Murayama

November 30, 2001 JACAR established

"for impartially collecting a wide variety of materials and information on modern history of Japan and neighboring Asian countries, and helping researchers as well as the general public at home and abroad have easy access to them."

Where do JACAR’s Documents come from?

The National Archives of Japan

Includes documents once managed by the Council of State and the Cabinet, records transferred from Japanese government ministries, public records restored from the U.S. and etc.

Diplomatic Archives

Offers records from departments and bureaus of the Ministry of Foreign Affairs as well as its correspondence with its diplomatic missions.

The National Institute for Defense Studies

Possesses the Army Ministry and the Navy Ministry documents, which were compiled into "Rikugunsho Dai Nikki" and "Kokutai Nikki." There are also combat records from the Army and Navy.

At Present, Approx. 25 million images available

On site exhibitions

The US-Japan War Talks as seen in official documents

TOP PAGE
From the 20th century to the 21st century

Different Historical Interpretations or recognitions?

How historical understanding is composed?
- Facts that took place
- Records
- Experiences & Memories

The role of digital archives
- to help derive a better understanding of historical facts
- By sharing historical records, we can get closer to the possibility of increasing international mutual understanding among peoples.

From JACAR’s Database

Four documents found

As for Mr. Moriya Koyu (森谷孝勇)

more details of each document

Reference Code: C01006744800

Title: Officers’ stationing abroad, 1935

To Major Moriya

Reference Code: C01006744800

Title: Providing assistance for materials maintenance observation tour, 1936

Reference Code: C01006606200

As for Mr. Moriya Koyu (森谷孝勇)
Digital Archives
Not only for professional historians but also for the general public
- increases the possibility of international historical understanding
- builds a deeper understanding of history in historical records
- opens a new horizon for understanding history, internationally

JACAR's Contribution to Historical Research
- its cross search database function
- the democratization of historical research
- making historical studies more scientific

For the future, JACAR would like to
- collaborate with many different kinds of organizations to arrange and digitize original data as fast, accurately, and extensively as possible
- participate in international networks of digital archives.

Thank you for your attention.

Japan Center for Asian (Historical) Records
National Archives of Japan
Email: enquire@jcar.go.jp
Digital Archive at the National Archives of Japan

Mr. Yoshiyuki KAZAMA
Chief, Electronic Records Section, Archival Affairs Division
National Archives of Japan

[Abstract]

National Archives of Japan Digital Archive started its operation in 2005. It provides catalogue information of historical records and archives and their digital images held by the National Archives of Japan (NAJ).

Japanese government has been promoting effective use of information communication technology since FY 2000 as shown in the e-Japan Strategy. It then organized the Expert Committee on Records Management in FY 2003, which resulted in the promulgation of the Public Records and Archives Management Act in 2009. It was in this context that the NAJ Digital Archive was developed in order to provide better information service to the public and to promote digitalization of its search system. It was last renewed in 2010.

NAJ has been continually working on digitalization of its materials in compliance with international standard. Once they were digitalized, anyone can access them online through the Digital Archive at anytime from anywhere, both inside and outside of Japan. Moreover, NAJ started to accept the transfer of born-digital public records in 2011 and is now in the process of making them available at the Digital Archive.

Needless to say, it is essential for NAJ to sustainably provide the above-mentioned digital contents through the NAJ Digital Archive. In order to achieve this goal, it is currently under consideration to shift it to the next system in 2015.

[Biography]

Yoshiyuki KAZAMA
Chief, Electronic Records Section, Archival Affairs Division, National Archives of Japan

With years of experience as a system engineer, Kazama worked at the Employment Promotion Corporation as a vocational training instructor in information technology. He joined the National Archives in 2009 and has been at the current position since 2011. He holds a master’s degree in information science from the University of Library and Information Science, and has finished a doctoral program without dissertation at the University of Tsukuba.
1. Digital Archives of the NAJ

Digital Archives of the NAJ

- The National Archives of Japan Digital Archive
  - Started operation in 2005
  - Digitalized images of original records held by the NAJ can be viewed online.
    - Digitalized images of records: Approx. 12.35 million images
  - Shifted to a new system in 2010

- Japan Center for Asian Historical Records
  - Started operation in 2001
  - Receives digitalized images of Asian historical records held by NAJ, the Diplomatic Archives of the Ministry of Foreign Affairs and the National Institute for Defense Studies of the Ministry of Defense, and subsequently provides them online.
    - Digitalized images of records: Approx. 24.4 million images
  - Shifted to a new system in 2011

(As of June 2012)

2. Outline and Background

What is the NAJ Digital Archive?

- Information provision service of the NAJ through the Internet
- Allowing online searching of information on the historical public records and archives held by NAJ
- Utilization of the digitalized materials
- Anyone can access historical official documents held by NAJ from anywhere and at any time

Background of the NAJ Digital Archive

- Moves to push forward the utilization of information and communication technology along with the e-Japan Strategy
- Proposals by the expert committee on proper management, preservation and utilization for official documents at the Cabinet Office
- Report of the expert committee on records management
- Public Records and Archives Management Act
3. Characteristics of the Digital Archive

- **Concept**
  - "Free access by anybody, from anywhere, at anytime, free of charge"
  - "Promotion of use and preservation" for the Ubiquitous society

- **Characteristics**
  - Based on EAD 2002: Catalogue database in the form of XML
  - Character information in Unicode format
  - Adoption of JPEG 2000 (ISO 15944), an international standard for digitized images
  - Implementation of Dublin Core, Z39.50 to link with a wide variety of databases
  - Enrichment of catalogue information and finding aids
  - Digitization of paper materials
  - widening dissemination of information and close cooperation with related institutions

- **Future vision of digital archives - function as “a field” to accumulate and provide information and knowledge itself, archives for exchange of information in digital form**
  - Preservation and use of official electronic documents
  - Providing official electronic documents to public users
  - Developed the Electronic Records Archives of Japan (ERAJ), a distinctive system for the official electronic documents
  - Started ERAJ’s operation and receiving official electronic documents prepared and acquired by the state organs

4. Various Types of Materials

- Constitution of Japan
- Real figures of the gold brocade flag for the Boshin War and Regimental colors (actual size: length 739.5 x width 38.2cm)

5. Promoting Digitalization of Archives

- **Basic concept**
  - Response to national policy and various proposals
  - Preservation and use of official electronic documents
  - Digitization of paper materials
  - Widening dissemination of information and close cooperation with related institutions
  - Offering technological assistance relating to the digitalization of archives

- **Policy in the basic framework**
  - Preservation and use of official electronic documents etc.
  - Developed the Electronic Records Archives of Japan (ERAJ), a distinctive system for the official electronic documents
  - Started ERAJ’s operation and receiving official electronic documents prepared and acquired by the state organs
  - Started providing official electronic documents to public users through the NAJ Digital Archive
Transfer, preservation and utilization of electronic official documents (outline)

- **Transfer**: Materials are transferred in each year from various offices and ministries.
- **Receiving**: Quarantine (virus check).
- **Preservation**: Conversion to long-term preservation format, Adding Metadata, Long-term preservation.
- **Utilization by agencies from which materials were transferred**: Inspection and masking.
- **Public utilization**: Utilization through Digital Archive.

Basic technology used for systems to transfer, preserve and utilize official electronic documents:

- Metadata and description method: PREMIS, EAD, METS, Dublin Core.
From Devastation to the Discovery of Hope for Tomorrow: Efforts towards Recovery from the Great East Japan Earthquake

Mr. Masaya TAKAYAMA
President, National Archives of Japan

[Abstract]

On March 11th of 2011, the eastern half of Japan was hit by a catastrophic earthquake. Its magnitude on the Richter scale was 9.0, the fourth strongest earthquake ever recorded in the world history. 30 minutes later, the biggest tsunami struck the Pacific coast of Japan. Approximately twenty thousand persons went missing or perished, and the total damage is estimated at 16 trillion and 900 billion yen.

The Japanese government named this earthquake, the Great East Japan Earthquake. It truly was one of the greatest disasters in Japanese history, and it affected the values or even the way of life of Japanese people.

Damage was most severe in the 3 tsunami-stricken prefectures of Iwate, Miyagi and Fukushima. City and town halls were swept away by tsunami and numerous vital records went under the water. Some of these records were barely salvaged and left untouched. There had been no prospect for restoration for a long time.

National Archives of Japan (NAJ) focused its support on immediate recovery of the damaged public records in the disaster-stricken areas. After coordination and negotiation with the government and the related organizations, NAJ launched a new project for the restoration of the damaged public records in January 2012. This project has been implemented with the financial support from the government, and the technical assistance of the private conservators, in collaboration with the disaster-stricken municipalities. NAJ has sent its staff to the stricken areas, provided necessary equipment and supplies free of charge, hired local people as part-time staff for this project and gave technical training to them.

In addition to the outline of this project and other measures adopted by NAJ, initiatives undertaken by the Japanese government and archival institutions will be also introduced. Furthermore, this presentation will examine other archival problems arising from the post-quake measures from a broader point of view.

[Biography]

Masaya TAKAYAMA
President, National Archives of Japan. Professor Emeritus at Keio University. Takayama joined the National Archives of Japan in 2005 as Senior Vice President and has been in the current position since 2009. He served as Chairman of EASTICA from 2009 to 2011. After working at Tokyo Shibaura Electric Co., Ltd., he joined the faculty of Keio University in 1980 and devoted himself to fostering librarians. He holds an M.A. in Library and Information Science from Keio University.
From Devastation to the Discovery of Hope for Tomorrow:
Efforts towards Recovery from the Great East Japan Earthquake

Wednesday, August 22, 2012
The 17th International Congress on Archives in Brisbane

Masaya Takayama
President of the National Archives of Japan

1. Outline of the Great East Japan Earthquake

Main shock
2:46 pm, March 11, 2011
• Magnitude : 9.0

Casualties
• Dead : over 15,800
• Missing : over 2,900
• Injured : over 6,100
(As of July 2012)

Total Financial Damage
≈ 16,900,000,000,000 yen
(≈ 220 billion US$)

Investigation of the Fukushima Nuclear Accident

• Government
Investigation Committee on the Accident at the Fukushima Nuclear Power Stations of Tokyo Electric Power Company:
http://icanps.go.jp/eng

• Diet

Submission of the final report to the Prime Minister, July 2012

“The sound of the Gion Shōja bells echoes the impermanence of all things.”
(誠園精舎の鐘の声、諸行無常の響あり)
The Tale of Heike

“Living beings are destined to disappear and those who meet are destined to part.”
(生者必逝、会者定離)
Buddhist sutra

Children affected by the disaster wrote “Believe the future” “Bright hope” “Restore the former Minamisanriku.”
Photographed by a volunteer at Minamisanriku, Miyagi.

Yahoo! JAPAN East Japan Earthquake Picture Project

All Rights Reserved Copyright © NATIONAL ARCHIVES OF JAPAN 2012
2. Initiatives of the Japanese Government (1)

- Deputy Chief Cabinet Secretary issued instructions: "...each ministry must carefully preserve the records and materials of the great earthquake as provisions against disasters that may occur in future."
- Reconstruction Design Council (RDC) was established under the Prime Minister to discuss the direction of comprehensive reconstruction.
- RDC submitted a recommendation to the Prime Minister: Towards Reconstruction “Hope beyond the Disaster.”
- Reconstruction Agency was established in February 2012.

2. Initiatives of the Japanese Government (2)

- "For us, the surviving, there is no other starting point for the path to recovery than to remember and honor the many lives that have been lost. Accordingly we shall record the disaster for eternity, including through the creation of memorial forests and monuments, and we shall have the disaster scientifically analyzed by a broad range of scholars to draw lessons that will be shared with the world and passed down to posterity."

2. Initiatives of the Japanese Government (3)

- Repair and conservation of cultural properties and historical materials
- Implementation of research and study on this disaster, including international collaborative study
- Development of a system of collection, storage and disclosure of records and lessons taken from the earthquake, tsunami disaster and nuclear accident
- Conservation and preservation of official documents in the stricken area
- Promotion of digitalization not only of records and lessons but also related documents and visual images such as regional information and books, by utilizing information and communication technology
- Establishment of an integrated mechanism of storage and application that enables anyone from in and out of Japan to have access to the records and other relevant information

2. Initiatives of the Japanese Government (4)

- The Cabinet Office requested all ministries concerned to ensure an appropriate approach to all administrative documents related to the Great East Japan Earthquake.
  ➢ Setting rules on: titles, filing methods, record retention periods, appropriate preservation methods, and the transfer to the National Archives.
- The Cabinet Office and the National Archives strove to disseminate a basic policy for the transfer of administrative document files on the Great East Japan Earthquake to the National Archives.

3. Initiatives of the National Archives of Japan

- Reported on the results of field research in the stricken area and exchanged ideas about them at the Annual Meeting of the Directors of Public Archives
- Sent staff to the public archives and local governments in the stricken area to conduct inspections and to exchange opinions on how the disaster affected the public archives there.
- Implemented a pilot project for restoration support of damaged official documents at Miyako city, Iwate
- Implemented the Restoration Project for Damaged Official Documents in 5 cities and towns in the stricken area based on the pilot project conducted in the previous year
NAJ conducted the following:
1. Sending experts in restoration techniques and management staff
2. Employing local people to work on restoring the damaged official documents
3. Training the employees in restoration techniques
4. Procuring and providing the equipment and items necessary for restoration

### Table 1: Restoration Project for Damaged Official Documents

<table>
<thead>
<tr>
<th>Local Government</th>
<th>Period (net days of operation)</th>
<th>Number of Staff sent</th>
<th>Successful Restoration Trainees</th>
<th>Results of the work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rikuzentakata, Iwate</td>
<td>2012.1.16-3.9 (40 days)</td>
<td>4</td>
<td>23</td>
<td>62,188 sheets of paper</td>
</tr>
<tr>
<td>Kesenuma, Miyagi</td>
<td>2012.1.16-3.9 (40 days)</td>
<td>5</td>
<td>23</td>
<td>145 volumes</td>
</tr>
<tr>
<td>Sendai, Miyagi</td>
<td>2012.1.23-3.2 (30 days)</td>
<td>11</td>
<td>18</td>
<td>489 volumes</td>
</tr>
<tr>
<td>Ishinomaki, Miyagi</td>
<td>2012.2.6-3.30 (39 days)</td>
<td>7</td>
<td>23</td>
<td>30,011 sheets of paper</td>
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4. Collecting information on the scale of damage and conservation activities by the archival institutions

- Japan Society of Archives Institutions (JSAI)
  - Started researching the state of damage in all member associations nationwide, and reported the results on its website
  - Joined the Cultural Property Rescue Program implemented by the Cultural Affairs Agency
  - "Shiryo Net" — a group of volunteers
  - University faculties, students, staff of archival institutions, and historical researchers worked as volunteers in a group named "Shiryo Net"
5. Challenges we face today

1. Conservation and preservation of damaged records and archives
   - “Triage” — how to decide the order of rescue of the damaged historical materials?
   - Decontamination of the records contaminated by radiation
2. Review of disaster prevention measures
   - Disaster prevention measures for documents in various formats including digital records
3. Collecting, preserving, and disclosing the disaster records
   - Selection, preservation, and disclosure of a large amount of records on the disaster in a variety of media.
4. Collection and Long-term preservation of the huge volume of measurement records and survey results regarding the Fukushima nuclear accident

Statement on the Preservation of Records of the Great East Japan Earthquake

- Official documents in each area are the “community’s treasure.” It is crucial that damaged official documents be properly restored and preserved;
- It is our duty to preserve as public documents the records related to the recent disaster in order to pass them down to posterity; and
- Efforts will be made to digitize the above-mentioned records under close mutual cooperation among public archives for the purpose of public access.

【絆 KIZUNA】

Our path to recovery will be full of hope for tomorrow by strengthening ties and solidarity with our friends worldwide.

Thank you very much for your attention.
Cooperation and Recovery after the March 11th East Japan Earthquake

Ms. Kazuko SASAKI
Researcher, Kobe University

[Abstract]

On March 11th, 2011, the Great Earthquake and subsequent Tsunamis struck the area of East Japan. A lot of the documents, historical records, and archives needed to be recovered from the disaster area.

The Kobe Earthquake (Great Hanshin-Awaji Earthquake) in 1995 was the first time that staff of archival institutions, museums, and historical researchers and all that joined hands to save documents from the stricken area. To assist them in their work, they organized a volunteer group named the Kobe Shiryo-Net (Kobe Network for Preserving Historical Materials). The Japan Society of Archives Institutions (JSAI) participated in the restoration work implemented by the Agency for Cultural Affairs, to rescue cultural heritage damaged by the earthquake.

After the Kobe Earthquake, there were numerous earthquakes in various regions in Japan. Whenever big earthquakes happen, Kobe Shiryo-Net moved in to save the stricken historical materials and organize similar volunteer groups at the prefectural level.

The March 11th disaster was a time for us to take action and utilize our experience. Immediately following the disaster, JSAI started evaluating the state of damage to member associations in the affected areas. On March 12th, the results were reported on their website one after another for about a month. On May 26th, JSAI launched the Great East Japan Earthquake temporary committee for a temporary period of one year.

Miyagi Shiryo-Net, one of many spin-off volunteer groups, saved over 5000 historical materials, even though their office was damaged. In stricken areas, new groups started at the prefectural level.

After Kobe earthquake, historical researchers networked with other groups, for the first time, to participate in the recovery. Post March 11th saw even more groups and institutions join the efforts.

[Biography]

Kazuko SASAKI
In 1996, Kazuko Sasaki became to work at 21st Century Hyogo Advanced Association. The Association undertook projects sponsored by Hyogo Prefecture to save the documents of the Kobe Earthquake 1995. The project was supported by Kobe Network for Preserving Historical Materials (Kobe Shiryo-Net). She became the researcher of historical materials about disaster in Kobe University, 2002. Member of Kobe Shiryo-Net from 1995. Since 2008, ICA/SPA Steering Committee member, and director of Japan Society of Archives Institutions (JSAI). She is now member of Great East Japan Earthquake temporary committee in JSAI.
Government-private Joint Project on a Digital Archive to Record the Great East Japan Earthquake

Mr. Toshinari NAGASAKA
Director, Disaster Risk Governance Research Project, Disaster Prevention System Research Center, National Research Institute for Earth Science and Disaster Prevention

[Abstract]

The Great East Japan Earthquake of March 11, 2011 took a heavy toll of lives and devastated the regional society. It is responsibility of us, current generation, to hand down this experience and lessons derived from it for the next millennium as a shared possession in order to build a safer society. Based on this philosophy, “311 Marugoto Archives: Archiving Project of the Great East Japan Earthquake and Tsunami 2011” was launched, with the aim of digitally recovering past memories of the devastated area as well as digitally archiving images and materials showing the present and those related to reconstruction plans for the future. The project is run in cooperation with those who have suffered, local governments, state research institutes, universities, NPOs, volunteers and private sectors. Digital contents in the Archives are in principle posted on the Internet after clearing up personal information, image rights and copyrights issues, so as to be available at libraries, museums, universities and research institutes both locally and globally, as reference materials for reconstruction plans of the region and disaster prevention studies. We have already started shooting and collecting images, both moving and still, with support from the media in addition to the above-mentioned actors. Also launched was a government-private joint project to develop digital educational materials for elementary schools in the region. In this presentation, outlines of the 311 Marugoto Archives project as well as technical and institutional challenges which digital archives concerning disasters are facing will be covered.

[Biography]

Toshinari NAGASAKA
Director, Disaster Risk Governance Research Project, Disaster Prevention System Research Center, National Research Institute for Earth Science and Disaster Prevention. After working at the TRON Project and the Keio University, Nagasaka joined NRIESDP and is also serving as the research representative of a government-private joint research project on crisis management cloud systems, and Executive Director of the Society for Risk Analysis Japan. Born in 1962, he holds an LL.M. from Tsukuba University and specializes in risk governance and risk information.