

Standard of Tasks and Competencies for
Archivists

December 2018

National Archives of Japan

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Prospective Application of the Standard of Tasks and Competencies for Archivists

The National Archives of Japan has been committed to nurturing professional archivists who take a key role in management of historical public records and archives through training programs and other initiatives. With an aim to clarify the level of expertise required of archivists, we compiled the Standard of Tasks and Competencies for Archivists (December 2017 edition; referred to here as the “Draft”).

The Draft was distributed to archival institutions and related organizations throughout Japan for review from early 2018 onward, and has now been finalized based on the feedback received.

The extensive feedback provided by various organizations highlighted the basic issue that it seemed the Draft was intended for specialists handling historical public records and archives at the national and local government level, and might not be appropriate for archivists either dealing with private local documents such as ancient manuscripts or engaging in the management of historically important records within private companies and organizations.

In light of some limitations in development of public records management systems at the local government level, it was also pointed out that there is a gap between the actual job activities and the “tasks” or “competency” requirements presented in the Draft.

Advisory Review Council on the Standard of Tasks and Competencies for Archivists who engaged in the development of the Standard was tasked with reviewing the feedback received. Based on the results, it was decided that application of the Standard should initially depend on the circumstances of individual organizations, as no widely-accepted definition has been established for archivists in Japan (not to mention the lack of consensus on the appropriate translation for an “archivist” in native Japanese terminology).

Accordingly, the title “Standard of Tasks and Competencies for Archivists” remains the same as that of the Draft. Plans are in place to revise the Standard as necessary and improve its quality to keep up with future improvements in nationwide statures of the management of historical public records and archives.

Thanks are due to all related organizations for reviewing the Draft and providing useful feedback.

While the Standard is intended for use by individual organizations as a basic resource in the recruitment, assignment, education and training of archivists, the National Archives of Japan has plans for the next phase leading to the prompt establishment of an archivist certification system

based on the professional profiles defined by the Standard.

We wish the Standard would contribute to the enhancement of the archivist field in Japan and improvements in public records management.

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December 2018

Contents

Prospective Application of the Standard of Tasks and Competencies for Archivists	i
Contents	iii
Preface	iv
Standard of Tasks and Competencies for Archivists.....	1
Purpose	
Terminology	
1. Missions of archivists	
2. Ethics and fundamental positions of archivists	
3. Tasks	
4. Necessary knowledge and skills	
5. Remarks	
Appendix 1 Task/competency table	5
Appendix 2 Details of tasks and required competencies	7
Appendix 3 Description of competencies	19

Preface

- Related organizations and groups have engaged in discussions and proposals concerning archivists and promoted related training since before the establishment of the Public Archives Act (Act no. 115 of 1987).
- Based on the history of such efforts and in response to the establishment of the Public Records and Archives Management Act (Act no. 66 of 2009) and its revision five years later, the Standard of Tasks and Competencies for Archivists (referred to here as the “Standard”) was established as a basic resource for personnel training to clarify the expertise required of archivists.
- The Standard was developed based on the results of analysis regarding tasks performed by archivists of the National Archives of Japan conducted in accordance with the Public Archives Act, the Public Records and Archives Management Act and the Order for Enforcement of the same Act (Cabinet Order no. 250 of 2010), the National Archives Act (Act no. 79 of 1999), the Guidelines for the Management of Administrative Documents (determined by the Prime Minister on April 1, 2011), the Guidelines for the Preservation, Use and Disposal of Specified Historical Public Records and Archives (determined by the Prime Minister on April 1, 2011) and other decrees, and in consideration of feedback from archives established by national/local government bodies and related organizations and groups.
- Advisory Review Council on the Standard of Tasks and Competencies for Archivists consisting of external experts¹ made essential contribution to the formulation of the Standard.
- Tasks described in the Standard may be performed by archivists in the course of their work. Archivists are expected to have basic knowledge and skills appropriate for the conduct of their tasks.
- The Standard does not define how individual archives should be operated. In its application, additions and modifications should be made in line with the characteristics of holdings, the scale of the archives and other considerations.
- Although the Standard was produced with focus on archivists in public organizations, it is expected to be useful as a reference for various bodies and groups depending on their purposes and the nature of their operations toward the expansion of archivist activities.

¹ Members of the Advisory Review Council on the Standard of Tasks and Competencies for Archivists: Hirooki Hosaka (Chair of the council; Professor, Gakushuin University), Hirobumi Arai (Saitama Prefectural Archives), Atsushi Okazaki (Professor, Kyushu University), Masashi Kotani (Advisor, ARMA International Tokyo Chapter), Naoki Shimoju (Associate Professor, Gakushuin University), Sachiko Morimoto (Associate Professor, University of Tokyo) [Titles and affiliations are as of May 2017.]

Standard of Tasks and Competencies for Archivists

December 2018
National Archives of Japan

Purpose

The Standard of Tasks and Competencies for Archivists is intended to clarify the tasks of archivists at public archives and similar organizations (referred to here as “archival institutions”) and bodies that create public records (referred to as “public records creating bodies”) in Japan, and to define the knowledge and skills necessary for the performance of related tasks in order to support development of the expertise of archivists as well as related training and the advancement in social standing.

Terminology

The related terminology is outlined below.

public archives: the “public archives” stipulated under Articles 4 and 5 of the Public Archives Act (Act no. 115 of 1987) , and the “National Archives of Japan, etc.” stipulated under Article 2, Paragraph 3 of the Public Records and Archives Management Act (Act no. 66 of 2009; referred to here as the “Public Records Management Act”)

similar organizations: organizations with functions similar to those of public archives (including facilities stipulated by Cabinet orders under Paragraphs 4-3 and 5-3 of Article 2 of the Public Records Management Act)

public records and archives: current records in addition to the “public records and archives” stipulated under Article 2 of the Public Archives Act, and those stipulated under Article 2, Paragraph 8 of the Public Records Management Act and similar

1. Missions of archivists

Archivists are professionals supporting the appropriate management of public records and archives, which are publicly shared intellectual resources, and ensuring their perpetual preservation and availability. Archivists’ missions are to provide support for improving the quality and efficiency of organizational activities and ensuring accountability to the public, and to contribute widely to society via the preservation and provision of personal, organizational and social records.

2. Ethics and fundamental positions of archivists

Archivists are required to work in accordance with the International Council on Archives Code of Ethics (adopted at the General Assembly of the ICA held in Beijing on September 6, 1996).

Archivists should also ensure fairness and neutrality at all times, sincerely pursue their missions without bowing to pressure to hide or bend the truth by manipulating evidence, and maintain a high level of ethics concerning their tasks as well as a firm attitude toward ongoing self-improvement.

3. Tasks of archivists

Tasks performed by archivists can be generally categorized as (1) appraisal, selection and collection development, (2) collection management, (3) provision of public access and (4) outreach and communication services (see Appendix 1).

4. Necessary knowledge and skills

Knowledge and skills necessary for archivists to perform their tasks are summarized below.

(1) Basic requirements

Basic requirements supporting the expertise necessary for archivists to perform their tasks are outlined below.

- Understanding of basic laws and regulations related to public records and archives
 - Ability to perform duties based on understanding of the Public Archives Act
 - Ability to perform duties based on understanding of the Public Records Management Act and the Order for Enforcement of the Act (Cabinet Order no. 250 of 2010)
- Understanding of basic theory and methodology concerning archives
 - Ability to perform tasks based on understanding of the value and significance of archival materials (regardless of media or formats; including textual documents, electronic records, drawings, photos, film, audio and optical discs), the roles and responsibilities of archival institutions and archivists, and the basic mechanisms of archive systems
 - Ability to perform tasks based on understanding of the records management systems in Japan, the position of archivists as professionals and the historical development of the theory that supports this position
 - Ability to perform duties based on understanding of the lifecycle of records from generation within organizations to preservation/use in archives, and the social circumstances surrounding the systems
 - Ability to perform related duties, such as arrangement and description, based on understanding of the basic structure of diverse archival materials, including organizational and personal records
- Knowledge of related subjects
 - Basic knowledge of subjects (e.g. history, law, public administration, information engineering) necessary for understanding archives, and preferably expertise in at least one such subject
- Understanding of material preservation

- Ability to perform duties with basic knowledge necessary for the preservation and appropriate handling of materials to prevent damage/deterioration and ensure the long-term availability of materials
- Knowledge of digitization, electronic records and information systems
 - Ability to perform duties with basic knowledge of digitization, electronic records and information systems for archival materials
- Competence in research and studies
 - Ability to collect information related to knowledge necessary for the performance of tasks and the latest trends in associated fields, and ability to conduct specialized research and studies on issues pertinent to the performance of tasks and to reflect the results appropriately

(2) Tasks and competencies

The details of archivist tasks and necessary competencies are outlined below.

- Task/competency table (Appendix 1)
 - The relationship between archivist tasks and necessary competencies is outlined here.
- Details of tasks and required competencies (Appendix 2)
 - The details of archivist tasks and necessary competencies are outlined here.
- Description of competencies (Appendix 3)
 - Competencies necessary for the performance of archivist tasks are outlined here.

(3) Management skills for overall tasks

General management abilities required by archivists are as follows:

- Ability to develop standards, policies, plans and similar from a professional viewpoint based on an overview of tasks in general
- Ability to conduct planning, implementation, verification and improvement for the optimization of tasks
- Ability to discover and prevent potential issues and to develop measures against existing issues and implement them in collaboration with related parties (e.g. in the event of natural disasters or accidents)

As preconditions for the necessary knowledge and skills in (1) to (3) above, archivists are required to have communication skills, ability to work in organizations/teams, an independent attitude, problem-solving ability, self-management ability, continuous learning ability and ability to adapt to the latest technology.

5. Remarks

This Standard will be revised as necessary based on changes in social norms related to public records management and the progress of information technology.

Details of tasks and required competencies

No. 1 Provision of professional advice and inspection services for public records management

Details Provision of support through research, analysis, advice and other work based on professional knowledge to departments/sections in charge of records management and relevant systems within public records creating bodies concerning operation and improvement of laws, regulations and other standards
Implementation of inspection services concerning the public records management status of creating bodies based on related authority with application of professional knowledge

Competencies

- Understanding of records management systems of public records creating bodies
- Understanding of the history, organizational structure, measures and policies of public records creating bodies

Competencies required for professional performance at an advanced level

- Understanding of policy-making processes of public records creating bodies
 - Knowledge of public records management systems in other countries
 - Knowledge of information disclosure laws and related regulations
 - Knowledge of personal information protection laws and related regulations
 - Knowledge of review board reports and judicial precedents pertaining to information disclosure laws and personal information protection laws
 - Knowledge of the Act on the Protection of Specially Designated Secrets
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No. 2 Formulation and organization of training programs for public records management

Details Planning of and teaching in training programs for employees of public records creating bodies to raise awareness of the importance of public records management, and acquisition/improvement of knowledge and skills necessary for appropriate preservation and transfer of public records

Competencies

- Understanding of records management systems of public records creating bodies
- Understanding of the history, organizational structure, measures and policies of public records creating bodies
- Understanding of preservation and utilization of public records and archives at archival institutions
- Presentation skills

Competencies required for professional performance at an advanced level

- Knowledge of information disclosure laws and related regulations
- Knowledge of personal information protection laws and related regulations
- Knowledge of review board reports and judicial precedents pertaining to information disclosure laws and personal information protection laws

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- Knowledge of the Copyright Act
 - Knowledge of the Act on the Protection of Specially Designated Secrets
 - Knowledge of public records management systems in other countries
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No. 3 Development of records schedules for public records

Details To be engaged in determination regarding the importance of certain public records as historical materials as soon as possible before the expiration of the retention period
 Checking of related materials and engagement in inquiries with related organizations as necessary

- Competencies
- Understanding of records management systems of public records creating bodies
 - Understanding of the history, organizational structure, measures and policies of public records creating bodies
 - Understanding of policy-making processes of public records creating bodies
 - Understanding of preservation and utilization of public records and archives at archival institutions
 - Knowledge of past appraisal decisions made by archival institutions
- Competencies required for professional performance at an advanced level
- Knowledge of information disclosure laws and related regulations
 - Knowledge of personal information protection laws and related regulations
 - Knowledge of review board reports and judicial precedents pertaining to information disclosure laws and personal information protection laws
 - Knowledge of the Act on the Protection of Specially Designated Secrets
 - Knowledge of transferred public records and related status of utilization
 - Knowledge of public records management systems in other countries
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No. 4 Appraisal and selection of public records at the time of disposition

Details Determination regarding the importance of public records as historical materials before they are destroyed at the end of the retention period, and transfer of materials considered historically important to archives
 Checking of related materials and engagement in inquiries with related organizations as necessary

- Competencies
- Understanding of records management systems of public records creating bodies
 - Understanding of the history, organizational structure, measures and policies of public records creating bodies
 - Understanding of policy-making processes of public records creating bodies
 - Understanding of preservation and utilization of public records and archives at archival

institutions

- Knowledge of past appraisal decisions made by archival institutions

Competencies required for professional performance at an advanced level

- Knowledge of information disclosure laws and related regulations
- Knowledge of personal information protection laws and related regulations
- Knowledge of review board reports and judicial precedents pertaining to information disclosure laws and personal information protection laws
- Knowledge of the Act on the Protection of Specially Designated Secrets
- Knowledge of transferred public records and related status of utilization
- Knowledge of public records management systems in other countries

No. 5 Transfer of public records based on agreement

Details Determination regarding the importance of public records held by extragovernmental organizations, councils and other organizations that are not usually subject to transfer as historical materials, and transfer of such materials to archival institutions

Competencies

- Understanding of records management systems of public records creating bodies
- Understanding of the history, organizational structure, measures and policies of public records creating bodies
- Understanding of policy-making processes of public records creating bodies
- Understanding of preservation and utilization of public records and archives at archival institutions

Competencies required for professional performance at an advanced level

- Knowledge of information disclosure laws and related regulations
- Knowledge of personal information protection laws and related regulations
- Knowledge of review board reports and judicial precedents pertaining to information disclosure laws and personal information protection laws
- Knowledge of the Act on the Protection of Specially Designated Secrets
- Knowledge of transferred public records and related status of utilization
- Knowledge of past appraisal decisions made by archival institutions
- Knowledge of public records management systems in other countries

No. 6 Determination regarding the acquisition of materials through gifts and loans

Details Determination regarding the importance of records presented by corporations, individuals and other parties through gifts and loans as historical materials based on appropriate collaboration and coordination with related organizations, as well as

determination of related rights and other matters

- Competencies
- Understanding of regulations and practices relating to gifts and loans
 - Understanding of preservation and utilization of public records and archives at archival institutions
 - Competence in conducting research and studies on archival materials
 - Knowledge of the Copyright Act
 - Basic competence in diplomatics

Competencies required for professional performance at an advanced level

- Knowledge of the locations and content of historical materials held by other institutions and individuals
 - Knowledge of archives acquired through gifts and loans, and related status of utilization
 - Knowledge of personal information protection laws and related regulations
 - Specialized competence in diplomatics
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No. 7 Operation of intermediate repositories

Details Arrangement and preservation of public records whose maintenance is consigned by public records creating bodies with transport into intermediate repositories
Management of related processes, from temporary use of public records by creating bodies to disposal at the end of the public records' retention period

- Competencies
- Understanding of regulations and practices relating to intermediate repositories
 - Understanding of records management systems of public records creating bodies
 - Basic understanding of conservation science

Competencies required for professional performance at an advanced level

- Practical knowledge of conservation science
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No. 8 Accession of public records

Details Transport of public records assigned for transfer from public records creating bodies to archival institutions based on coordination with such bodies
After the assimilation of such records, completion of the process based on management of related processes, including collation of transferred records with lists and other data produced by public records creating bodies
Implementation of measures necessary for preservation of transferred records (e.g. steps to prevent biological damage) depending on the relevant conditions, media and other related considerations

Competencies	<ul style="list-style-type: none"> • Understanding of records management systems of public records creating bodies • Basic understanding of conservation science
	<p>Competencies required for professional performance at an advanced level</p> <ul style="list-style-type: none"> • Practical knowledge of conservation science • Knowledge of electronic records preservation • Basic knowledge of reproduction of holdings in digital and other forms
<hr/> No. 9 Accession of gifts and loans <hr/>	
Details	<p>Adherence to procedures related to the receipt and use of records provided by corporations, individuals and other parties through approved gifts or loans, and transport of such records</p> <p>Implementation of measures necessary for preservation of such documents (e.g. steps to prevent biological damage) depending on the relevant conditions, media and other related considerations</p> <p>Recording of the process of gift/loan implementation and basic information on documents</p>
Competencies	<ul style="list-style-type: none"> • Understanding of regulations and practices relating to gifts and loans • Basic understanding of conservation science
	<p>Competencies required for professional performance at an advanced level</p> <ul style="list-style-type: none"> • Competence in conducting research and studies on archival materials • Knowledge of personal information protection laws and related regulations • Knowledge of the Copyright Act • Practical knowledge of conservation science • Knowledge of electronic records preservation • Basic knowledge of reproduction of holdings in digital and other forms
<hr/> No. 10 Arrangement and conservation of public records and archives <hr/>	
Details	<p>Arrangement (e.g. production and attachment of labels, placement in repositories) of public records and archives in accordance with the principles of provenance and respect for original order</p> <p>Implementation of measures necessary for preservation (e.g. simple repair and cleaning, creation of preservation containers, placement in neutral paper bags/boxes) (Certain archival institutions also implement the stipulations of No. 13 Cataloging services.)</p> <p>Consideration of preservation/conservation policy depending on the degree of deterioration and frequency of usage</p>

Implementation of appropriate measures, such as conversion to long-term storage formats and selection of storage conditions for preservation, for records containing analog materials, electronic formats and similar

- Competencies
- Basic understanding of preservation and conservation
 - Basic skills in preservation and conservation
 - Basic understanding of conservation science
 - Knowledge of electronic records preservation

Competencies required for professional performance at an advanced level

- Practical knowledge of conservation and preservation

No. 11 Environmental control of repositories and related facilities

Details

Continuous monitoring to ensure appropriate preservation environments (e.g. temperature, humidity, cleanness) in repositories, reading rooms, exhibition rooms and other places, and general repository management, including management of visitors/keys and the locations of holdings

- Competencies
- Basic understanding of conservation science

Competencies required for professional performance at an advanced level

- Practical knowledge of conservation science

No. 12 Reproduction services

Details

Development and implementation of reproduction plans for records requiring reproduction due to deterioration or frequent use, with the aim of promoting the preservation and utilization of public records and archives

Creation of reproductions for records considered to contain information subject to restricted usage (No. 14 Access review of public records and archives) with the relevant content blacked out

- Competencies
- Basic knowledge of reproduction of holdings in digital and other forms
 - Basic understanding of preservation and conservation
 - Basic understanding of conservation science

Competencies required for professional performance at an advanced level

- Knowledge of reproduction techniques (e.g. trends in technological development,

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- standardized data formats, data processing)
 - Knowledge of electronic records preservation
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No. 13 Cataloging services

Details Production and presentation of user-friendly catalogs of public records and archives based on analysis of record group structure and characteristics in accordance with the principles of provenance and respect for original order (Certain archival institutions also implement the stipulations of No. 10 Arrangement and conservation of public records and archives.)
Addition/revision to the catalogs are to be made whenever necessary

- Competencies**
- Understanding of records management systems of public records creating bodies
 - Understanding of the history, organizational structure, measures and policies of public records creating bodies
 - Understanding of holdings
 - Understanding of catalogs and finding aids of holdings
 - Basic competence in diplomatics
 - Understanding of archival descriptions in line with international standards
- Competencies required for professional performance at an advanced level
- Specialized competence in diplomatics
 - Competence in conducting research and studies on archival materials
 - Knowledge of the locations and content of historical materials held by other institutions and individuals
 - Knowledge of personal information protection laws and related regulations
 - Knowledge of the Copyright Act
 - Knowledge of metadata and information retrieval techniques (e.g. standardized encoding, retrieval protocols)
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No. 14 Access review of public records and archives

Details Determination of whether information contained in public records and archives to which access is requested is subject to usage restrictions in consideration of the passage of time and other conditions. Certain records may contain information not suitable for public access (e.g. potential risk of infringement of personal rights or benefits).
Explanation of the results of determination to users
Implementation of clerical procedures associated with inquiries to committees and other third parties when users file request for administrative review

- Competencies**
- Understanding of records management systems of public records creating bodies
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- Understanding of the history, organizational structure, measures and policies of public records creating bodies
 - Understanding of preservation and utilization of public records and archives at archival institutions
 - Knowledge of information disclosure laws and related regulations
 - Knowledge of personal information protection laws and related regulations
 - Knowledge of the Copyright Act
 - Basic competence in diplomacy

Competencies required for professional performance at an advanced level

- Knowledge of review board reports and judicial precedents pertaining to information disclosure laws and personal information protection laws
- Knowledge of public records management systems in other countries
- Specialized competence in diplomacy
- Basic understanding of preservation and conservation

No. 15 Access services for viewers and other users

Details

Accommodation of requests by viewers and other users

Provision of holdings depending on the needs of individual users with respect to user privacy and use of appropriate media (including handling of loans to other organizations and use by employees of public records creating bodies)

For materials containing information subject to usage restrictions, maximum possible fulfillment of user needs based on suitable provision (e.g. provision of reproductions with minimum parts blacked out)

Competencies

- Understanding of preservation and utilization of public records and archives at archival institutions
- Understanding of catalogs and finding aids of holdings
- Knowledge of personal information protection laws and related regulations

Competencies required for professional performance at an advanced level

- Understanding of records management systems of public records creating bodies
- Understanding of the history, organizational structure, measures and policies of public records creating bodies
- Understanding of holdings
- Knowledge of the Copyright Act
- Competence in reading and communicating in non-Japanese languages

No. 16 Reference services

Details	Handling of inquiries on holdings and similar (e.g. checking to determine the presence of user-requested materials and related content, support for reading materials, location of related materials)
Competencies	<ul style="list-style-type: none"> • Understanding of holdings • Competence in conducting research and studies on archival materials • Understanding of catalogs and finding aids of holdings • Understanding of records management systems of public records creating bodies • Understanding of the history, organizational structure, measures and policies of public records creating bodies • Understanding of policy-making processes of public records creating bodies • Understanding of preservation and utilization of public records and archives at archival institutions • Basic competence in diplomatics <p>Competencies required for professional performance at an advanced level</p> <ul style="list-style-type: none"> • Knowledge of the locations and content of historical materials held by other institutions and individuals • Knowledge of transferred public records and related status of utilization • Knowledge of archives acquired through gifts and loans, and related status of utilization • Specialized competence in diplomatics • Competence in reading and communicating in non-Japanese languages
No. 17	Curation and organization of exhibitions
Details	<p>Organization of exhibitions featuring holdings to bring new value and further promote the use of holdings</p> <p>Promotion of the importance of preserving public records and archives through exhibitions</p>
Competencies	<ul style="list-style-type: none"> • Understanding of holdings • Competence in conducting research and studies on archival materials • Understanding of the history, organizational structure, measures and policies of public records creating bodies • Understanding of policy-making processes of public records creating bodies • Skills in curating exhibitions • Presentation skills • Basic competence in diplomatics <p>Competencies required for professional performance at an advanced level</p> <ul style="list-style-type: none"> • Specialized competence in diplomatics

- Knowledge of the Copyright Act
- Knowledge of the locations and content of historical materials held by other institutions and individuals
- Basic understanding of preservation and conservation
- Basic understanding of conservation science

No. 18 Establishment and operation of digital archive

Details Provision of a wide range of information on holdings by enabling access to related catalog information and digital imagery online

- Competencies
- Understanding of holdings
 - Understanding of catalogs and finding aids of holdings
 - Understanding of archival descriptions in line with international standards
 - Knowledge of metadata and information retrieval techniques (e.g. standardized encoding, retrieval protocols)
 - Understanding of preservation and utilization of public records and archives at archival institutions
 - Understanding of records management systems of public records creating bodies

Competencies required for professional performance at an advanced level

- Knowledge of electronic records preservation
 - Knowledge of reproduction techniques (e.g. trends in technological development, standardized data formats, data processing)
 - Competence in conducting research and studies on information systems and digitization
 - Knowledge of transferred public records and related status of utilization
 - Knowledge of archives acquired through gifts and loans, and related status of utilization
 - Competence in reading and communicating in non-Japanese languages
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No. 19 Dissemination of information on holdings (e.g. publication of journals, organization of seminars)

Details Planning/editing of research journals and information/public relations magazines to bring new value and further promote the use of holdings, planning/implementation of lecture meetings, seminars and other events
 Provision of content for such publications and participating in such events as speakers when necessary
 These planning and implementation initiatives should be suited to the purposes of archive operations and assumed user needs.

Competencies	<ul style="list-style-type: none"> • Understanding of holdings • Understanding of the history, organizational structure, measures and policies of public records creating bodies • Understanding of current endeavors and trends of archival institutions and other memory institutions • Competence in conducting research and studies on archival materials • Basic competence in diplomatics • Presentation skills <p>Competencies required for professional performance at an advanced level</p> <ul style="list-style-type: none"> • Specialized competence in diplomatics
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No. 20 Location of historical materials held by other institutions and individuals

Details	<p>Identification of the locations of historical materials and related information in areas subject to archival institutions' preservation support or materials closely related to their own holdings (e.g. holder, location, place of preservation, overview of materials, preservation states) for use as basic data in material preservation</p>
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Competencies	<ul style="list-style-type: none"> • Competence in conducting research and studies on archival materials • Understanding of holdings • Knowledge of the locations and content of historical materials held by other institutions and individuals • Basic competence in diplomatics <p>Competencies required for professional performance at an advanced level</p> <ul style="list-style-type: none"> • Knowledge of archives acquired through gifts and loans, and related status of utilization • Knowledge of transferred public records and related status of utilization • Understanding of records management systems of public records creating bodies • Understanding of the history, organizational structure, measures and policies of public records creating bodies • Understanding of policy-making processes of public records creating bodies • Specialized competence in diplomatics
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No. 21 Cooperation with memory institutions and local communities

Details	<p>Establishment of a network incorporating domestic and international archives, other memory institutions (e.g. libraries, museums) and relevant groups, as well as partnerships</p>
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with related parties, schools, etc., to promote appropriate preservation/use and dissemination of public records and archives

- Competencies
- Understanding of current endeavors and trends of archival institutions and other memory institutions
 - Presentation skills

Competencies required for professional performance at an advanced level

- Knowledge of the locations and content of historical materials held by other institutions and individuals
 - Competence in reading and communicating in non-Japanese languages
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No. 22 Formulation and organization of training programs for archivists and other staff of archival institutions

Details

Planning of training programs for archive employees to impart expertise related to the preservation and use of public records and archives considered important as historical materials, and provision of related education as necessary

- Competencies
- Understanding of preservation and utilization of public records and archives at archival institutions
 - Understanding of current endeavors and trends of archival institutions and other memory institutions
 - Presentation skills

Competencies required for professional performance at an advanced level

- Understanding of records management systems of public records creating bodies
- Understanding of the history, organizational structure, measures and policies of public records creating bodies

Description of competencies

1

Understanding of records management systems of public records creating bodies

Ability to perform tasks based on understanding of the overall lifecycle of records in public records creating bodies, including laws, regulations, ordinances, rules, standards, guidelines and related application

2

Understanding of the history, organizational structure, measures and policies of public records creating bodies

Ability to perform tasks based on understanding of the history, organization and development of public records creating bodies, their major current and previous measures, records created and retained, and their retention conditions

3

Understanding of policy-making processes of public records creating bodies

Ability to perform tasks based on understanding of the status of policy discussions of public records creating bodies, relations with the parliamentary system, establishment status of committees and councils, results of measures, and other considerations

4

Understanding of preservation and utilization of public records and archives at archival institutions

Ability to perform tasks based on understanding of regulations on the appraisal and selection, collection development, preservation, use of records (including access review) and outreach services, as well as their operational status at archival institutions

5

Knowledge of past appraisal decisions made by archival institutions

Knowledge of appraisal and selection decisions made by archival institutions for public records creating bodies in the past, and ability to utilize such knowledge in tasks

6

Understanding of regulations and practices relating to intermediate repositories

Ability to perform tasks based on understanding of regulations and practices relating to intermediate repositories

7

Understanding of regulations and practices relating to gifts and loans

Ability to perform tasks based on understanding of regulations and practices relating to gifts and loans

8

Understanding of holdings

Knowledge of holdings, including examples of references in academic studies, in addition to understanding of the provenance and structure of holdings, and ability to perform tasks based on such knowledge

9

Understanding of catalogs and finding aids of holdings

Knowledge of related materials and references in addition to understanding of catalogs and means of searching archive content, and ability to perform tasks using such knowledge

10

Knowledge of transferred public records and related status of utilization

Knowledge of public records transferred from public records creating bodies to archival institutions in the past

Knowledge of the usage status of such records, including their application in academic research and genealogy, and ability to perform tasks using such knowledge

11

Knowledge of archives acquired through gifts and loans, and related status of utilization

Knowledge of holdings provided by corporations, individuals and other parties through gifts and loans in the past, and their usage status including application in

academic research and genealogy, and ability to perform tasks using such knowledge

12

Understanding of archival descriptions in line with international standards

Understanding of the basic concepts of international standards (including ISAD(G)/ISAAR (CPF) developed by the International Council on Archives (ICA)) regarding archival descriptions, and ability to apply such concepts to catalog descriptions of holdings

13

Knowledge of information disclosure laws and related regulations

Knowledge of laws, regulations, ordinances and similar, including the Act on Access to Information Held by Administrative Organizations (Act no. 42 of 1999) and the Order for Enforcement of the Act (Cabinet Order no. 41 of 2000), and ability to perform tasks using such knowledge

14

Knowledge of personal information protection laws and related regulations

Knowledge of laws, regulations, ordinances and similar, including the Act on the Protection of Personal Information (Act no. 57 of 2003) and the Order for Enforcement of the Act (Cabinet Order no. 507 of 2003), and ability to perform tasks using such knowledge

15

Knowledge of review board reports and judicial precedents pertaining to information disclosure laws and personal information protection laws

Knowledge of reports from the Information Disclosure and Personal Information Protection Review Board, replies from the Public Records and Archives Management Commission to requests for review concerning the use of specified historical public records and archives and examples of related court cases, and ability to perform tasks using such knowledge

16

Knowledge of the Copyright Act

Knowledge of laws, regulations and similar, including the Copyright Act (Act no. 48 of 1970) and the Order

for Enforcement of the Act (Cabinet Order no. 335 of 1970), and ability to perform tasks using such knowledge

17

Knowledge of the Act on the Protection of Specially Designated Secrets

Knowledge of the Act on the Protection of Specially Designated Secrets (Act no. 108 of 2013), the Order for Enforcement of the Act (Cabinet Order no. 336 of 2014) and their application, and ability to perform tasks using such knowledge

18

Understanding of current endeavors and trends of archival institutions and other memory institutions

Ability to perform tasks based on understanding of the endeavors and trends of archival institutions and other memory institutions (e.g. libraries and museums)

19

Knowledge of the locations and content of historical materials held by other institutions and individuals

Basic knowledge of the locations and content of materials related to holdings (e.g. materials dispersed/displaced from public records creating bodies or related materials) and materials considered historically important that are subject to preservation support by archival institutions, and ability to perform tasks using such knowledge

20

Basic understanding of preservation and conservation

Ability to perform tasks based on understanding of the basics of preservation and conservation for paper and other materials

21

Practical knowledge of conservation and preservation

Practical knowledge of conservation and preservation for paper and other materials (e.g. repair, backing, leaf casting, deacidification), and ability to perform tasks using such knowledge

22

Basic understanding of conservation science

Ability to perform tasks based on understanding of the basics concerning environments suitable for preservation of holdings, biological, scientific and physical factors that cause damage/deterioration, and related preventive measures

23

Practical knowledge of conservation science

Practical knowledge of Integrated Pest Management (IPM) and fumigation for preservation of holdings in favorable environments, and ability to provide appropriate instruction on preservation environments and storage methods for holdings in general

24

Knowledge of public records management systems in other countries

Knowledge of public records management systems in other countries, and ability to perform tasks using such knowledge

25

Knowledge of metadata and information retrieval techniques (e.g. standardized encoding, retrieval protocols)

Knowledge of metadata and information systems established/operated for provision of catalogs regarding holdings and other purposes, and ability to make appropriate decisions on the realization of necessary functions

26

Knowledge of electronic records preservation

Knowledge of electronic records preservation (including media conversion and migration), and ability to make appropriate decisions on the realization of necessary functions

27

Basic knowledge of reproduction of holdings in digital and other forms

Basic knowledge on minimizing burdens on holdings in the production of digital/microfilm copies and on creating appropriate reproductions, and ability to

perform tasks using such knowledge

28

Knowledge of reproduction techniques (e.g. trends in technological development, standardized data formats, data processing)

Knowledge of reproduction techniques for holdings, and ability to make appropriate decisions on specifications necessary for archival institutions

29

Competence in conducting research and studies on archival materials

Ability to conduct research and analysis on the content, characteristics and other aspects of archival materials with reference to previous studies

30

Competence in conducting research and studies on information systems and digitization

Ability to conduct research and analysis on the latest technical trends related to information systems and digitization

31

Presentation skills

Ability to organize content for presentation in a teaching context for training programs, seminars and similar, and to provide logical and easy-to-understand explanations

32

Basic competence in diplomatics

Ability to correctly read the content of archival holdings (e.g. cursive characters, non-Japanese languages)

33

Specialized competence in diplomatics

Advanced understanding of the content of archival holdings based on historical context at the time of creation, in addition to a basic ability to read materials

34

Basic skills in preservation and conservation

Ability to evaluate damage to holdings and to take simple, appropriate conservation measures for minimally damaged items

Ability to take emergency measures in order to minimize the progress of serious damage

35

Skills in curating exhibitions

Ability to present importance of materials, functions of archives and preservation of the materials to visitors at exhibitions of holdings

36

Competence in reading and communicating in non-Japanese languages

Ability to read records and other materials from abroad in relation to tasks of archival institutions and to communicate with non-Japanese users, staff members of archival institutions abroad in English and other languages