

## Records Management in the Digital Age

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( Former Deputy Director-General for public records  
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### **【Abstract】**

It is now coming up on five years since the Public Records and Archives Management Act (PRAMA), which generally governs Japanese public records management, came into full effect in 2011. The timing has us moving ahead with two streams of initiatives in regard to public records management. The first one involves efforts to revise Japan's public records management system itself. The supplementary provisions to PRAMA state that "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 deems necessary, shall take necessary measures based on the findings of the review." In light of this mandate, the Public Records and Archives Management Commission established within the Japanese government under PRAMA is now reconsidering our system as a whole with the goal of announcing an agreed-upon approach in March of this year. The second one aims to construct new facilities of the National Archives of Japan, which has been suffering from age-related deterioration of its main office, a lack of repository space, and similar issues for some time now. A bipartisan group of the Diet members was formed in 2014 with the goal of eventually building new National Archives facilities, leading the government to set up an investigative committee of experts on the matter that same year. The committee is currently in the processes of re-determining the kinds of functions and facilities to be fulfilled by the National Archives of Japan with a view to actually creating these new structures. In either stream, issues such as the handling of born-digital records and digitization of conventional public records are critical points of discussion, given that efforts related to the management of digital records are being made around the world and international conferences on public records management often take up topics that hinge on the advancement of digitization. This presentation will cover how Japan is setting up its public records management system to cope with the digital era reflecting the global progress of digitization, and will include moves leading to the construction of a new building for the National Archives of Japan.

### **【Biography】**

Mr. Hitoshi FUKUI currently serves as Senior Vice-President of the National Archives of Japan. Prior to the current position, he was working as Deputy Director-General at the Minister's Secretariat, Cabinet Office and was responsible for Japanese public records management. Mr. Fukui began his public career in the Management and Coordination Agency (currently the Cabinet Office) in 1985 and has served in a variety of positions including Director of the Records and Archives Management Division at the Minister's Secretariat; Director-General of the General Affairs Department at the Okinawa General Bureau; and Director of the Accounts Division at the Minister's Secretariat. He has also worked for the Reconstruction Headquarters in Response to the Great East Japan Earthquake and its successor, the Reconstruction Agency. He holds a bachelor's degree in law from the University of Tokyo.

# Public Records Management to be Targeted in the Digital Age

Hitoshi Fukui, former Deputy Director-General for public records management, Cabinet Office  
September 8, 2016

International Council on Archives (ICA) Congress in Seoul

## 1. Introduction: Public Records and Archives Management Act "Public Records and Archives Management Act (PRAMA)" came into force in 2011



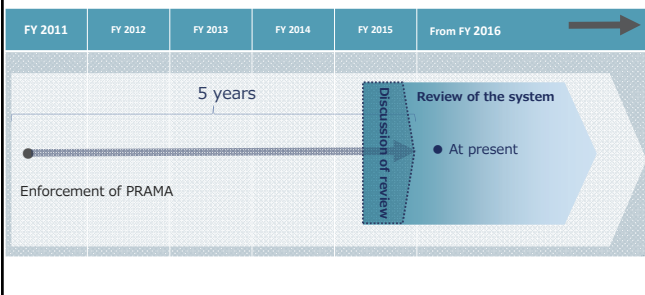
● **Public records**  
= "Intellectual resource to be shared by the people" supporting the basis of sound democracy

● **Purposes**  
- Administrative organs' appropriate and efficient operation  
- To ensure accountability to the people at present and in the future

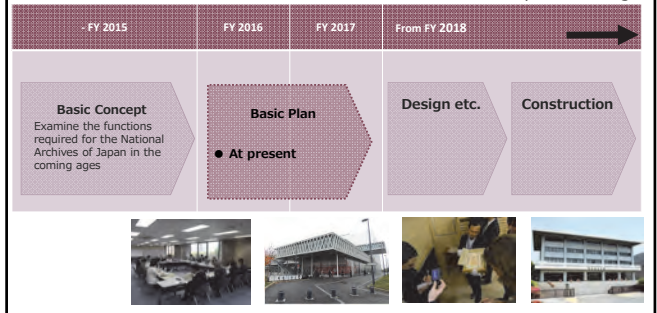


**Points of the records management system**  
 Unified management rules stipulated by laws and regulations      Use of experts' knowledge  
 Adoption of records schedule      Enhancement of National Archives of Japan's functions  
 Ensuring compliance      Promotion of use of historical public records and archives

## 1. Introduction: Review of the Records Management System



## 1. Introduction: Efforts for a New National Archives of Japan Building



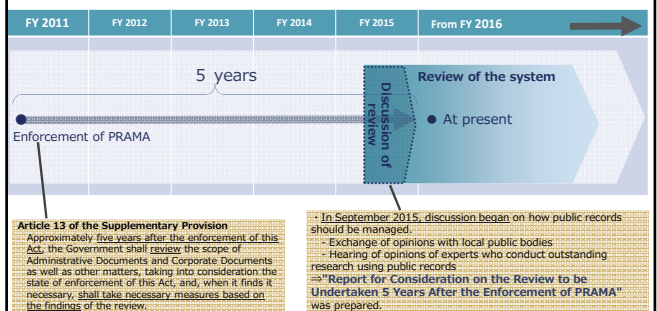
## 1. Introduction: Two Major Efforts for Public Records Management

Review of the Public Records Management System      Building a New National Archives of Japan Facility

Raise topics related to digitization

Public records management in Japan to be targeted for the digital age

## 2. Efforts to Review the Public Records Management System



## " Report for Consideration on the Review to be Undertaken 5 years after the Enforcement of PRAMA"

Report for Consideration on the Review to be Undertaken 5 Years After the Enforcement of PRAMA

March 23, 2016  
Public Records and Archives Management Commission

**I Introduction**

**II Basic stance for review**

**III Individual points at issue and directions for review**

(1) **How current records and non-current records should be appraised/selected**

(i) Appraisal/selection from the perspective of historical values

(ii) How administrative documents should be managed with a focus on appraisal/selection

(2) **Specified Historical Public Records and Archives**

(i) Services for the Specified Historical Public Records and Archives

(ii) Access review of the Specified Historical Public Records and Archives

(iii) Examination committee for appeals related to the Specified Historical Public Records and Archives

(iv) Designation of the National Archives of Japan, etc.

(3) **Records management in local public bodies**

## 2 (1) Comprehensive Assessment

Report for Consideration on the Review to be Undertaken 5 Years After the Enforcement of PRAMA

March 23, 2016  
Public Records and Archives Management Commission

**Basic stance (abstract)**

Before the enforcement of PRAMA, our public records management structure was recognized as weak compared to other countries, but there have been various improvements after PRAMA was enacted.

Meanwhile, measures need to be taken to further improve the records management system, which covers both current and non-current records under the integrated program.

**Specific examples**

- Improvement in the quality of the assessment of the historical importance of records in administrative organs
- Capacity development and arrangement of professional staff

## 2 (2) Directions Related to Digital Records

**Individual points at issue and directions for review (abstract)**

Report for Consideration on the Review to be Undertaken 5 Years After the Enforcement of PRAMA

March 23, 2016  
Public Records and Archives Management Commission

How current and non-current records should be appraised and selected coherently as a whole

- (1) System that improves appraisal/selection using researchers' knowledge/cooperation.
- (2) System that supports records management in administrative organs, including the capacity development and arrangement of professional staff
- (3) Attempt to assess/verify records management using academic experts' knowledge/cooperation
- (4) Consideration of the digital intermediate repository system and improvement of the records management system to appropriately preserve/transfer digital records.
- (5) Conducting various training programs including web/satellite training programs, and the development of their contents

## 2 (2) Directions Related to Digital Records

**At present**

The proportion of digital records to administrative documents:  
**5.2%**

⇒ More digital records in the future

Advantages of digital records	Disadvantages of electronic documents
- Physically smaller repository	- Higher cost of preservation to ensure long-term readability
- Easier information sharing and searching	

**Improvement of the records management system**

⇒ Consideration of a "digital intermediate repository system"

- As a system for smooth preservation and transfer of digital records without medium change
- As a system in which professional staff can decide disposition of digital records

Further discussion will be made for concrete measures.

## 3. Efforts to Build a New National Archives of Japan Facility: Present Status

Challenges: aging buildings and limited repository space

The Tsukuba Annex of the National Archives built in 1998

The National Archives of Japan (Tokyo) built in 1971

## 3. Efforts to Build a New National Archives of Japan Facility

- FY 2015

**Basic Concept**  
Determine the functions required for the National Archives of Japan in the coming ages

FY 2016

**Basic Plan**  
● At present

FY 2017

**Design etc.**

From FY 2018

**Construction**

- The following matters were discussed at the "Research/Consideration Meeting on the Functions and Facility of the National Archives of Japan" (Chairman: Mr. Okawa, Executive Adviser of the Yomiuri Shimbun):  
- Overseas research (U.S., Europe, Australia, etc.) in FY 2014  
- Domestic research (museums, etc.) , invitation of foreign experts to Japan (from France) in FY 2015  
- "Basic Concept for the Functions and Facility of the National Archives of Japan" was formulated.

## "Basic Concept for the Functions and Facility of the National Archives of Japan"

Basic Concept for the Functions and Facility of the National Archives of Japan

March 31, 2016  
Research/Consideration Meeting on the Functions and Facility of the National Archives of Japan

1. Purpose/background
2. Basic stance for the new National Archives of Japan
3. Functions required for the National Archives of Japan:
  - (1) Collection acquisition and information service
  - (2) Exhibition and education
  - (3) Preservation and conservation
  - (4) research support
  - (5) Digital archives
  - (6) Personnel development
  - (7) Information exchange
4. Organization, administration and facility of the National Archives of Japan
5. Future consideration

## 3 (1) Directions for the New National Archives of Japan

Basic Concept for the Functions and Facility of the National Archives of Japan

March 31, 2016  
Research/Consideration Meeting on the Functions and Facility of the National Archives of Japan

### Directions for the new National Archives of Japan

- (1) To take an active part as a "forum" to hand down the form and memory of the nation to the future
- (2) To strengthen its role as a base to promote efforts to preserve and use our historical public records and archives of the whole country
- (3) To develop the facility and services to cope with the change of the times including the progress of digitization

## 3 (1) Functions to be Pursued by the New National Archives of Japan

Basic Concept for the Functions and Facility of the National Archives of Japan

March 31, 2016  
Research/Consideration Meeting on the Functions and Facility of the National Archives of Japan

### Functions required for the National Archives of Japan:

Collection acquisition and information service

Exhibition and education

Preservation and conservation

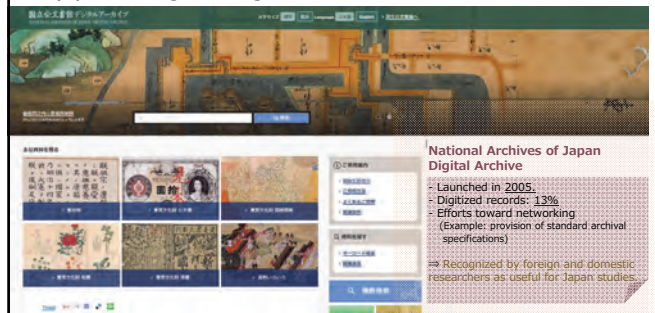
Research support

Digital archives

Personnel development

Information exchange

## 3 (2) Creating the Digital Archive



National Archives of Japan Digital Archive

- Launched in 2005.
- Digitized records: 13%
- Efforts toward networking (Example: provision of standard archival specifications)
- ⇒ Recognized by foreign and domestic researchers as useful for Japan studies.

## 3 (2) Future Prospects of Digital Archive

Build a new facility with sufficient space/equipment for digitization projects (Space for scanning etc.)

Further promote efforts toward digitization of records in custody



By introducing cloud-based sharing systems, promote networking



Promote digital archiving of historical materials throughout Japan

## 3 (3) Flexibility in Functions and Facilities to Cope with Digitization

Basic Concept for the Functions and Facility of the National Archives of Japan

March 31, 2016  
Research/Consideration Meeting on the Functions and Facility of the National Archives of Japan

### Directions for the new National Archives of Japan (abstract)

Needs for developing the facility and providing new services **in anticipation of changing times** including the progress of digitization

As digitization advances . . .

**Additional roles** are required so that users feel that their actual visit to the facility is meaningful.

### 3 (3) Flexibility in Functions and Facilities to Cope with Digitization

Specific example: Changes in the roles of the reading room



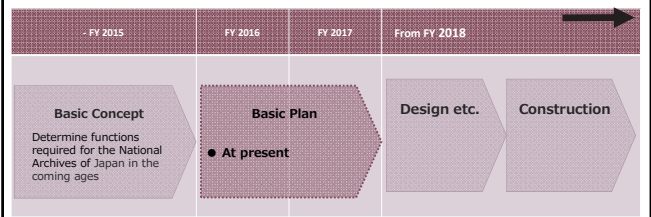
**At present**  
 The reading room is simply a place for reading records.

As digitization advances...

**In the future**  
 New roles are required.

- Place for consulting archivists for research studies
- Place where researchers hold discussions

### 3. Efforts to Build a New National Archives of Japan Facility : Future Schedule



### 4. Summary

Review of the Public Records Management System

New roles of the National Archives of Japan

Discussion will continue to seek how public records should be managed in the digital age.

Thank you very much.