

アーキビストの職務基準に関する検討会議

日 時：平成 29 年 5 月 29 日（月）
13 時 30 分～15 時 30 分
場 所：国立公文書館 3 階会議室

議題・配付資料

- 1 これまでの検討経緯について
- 2 アーキビスト職務基準書の作成について
 - (1) 概念の整理
 - (2) 職務と業務の分類
 - (3) 作成パターン
- 3 今後の進め方について
- 4 その他

【配付資料】

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| 資料 1 | アーキビストの職務基準に関する検討会議の開催について |
| 資料 2 | これまでの検討経緯について |
| 資料 3 | アーキビスト職務基準書の作成について |
| 資料 4 | 関係機関からの意見（抄） |
| 資料 5 | 今後の進め方について |
| 資料 6 | アーキビストの職務基準に関する検討会議の議事概要の取扱等について |
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| 参考 1 | 国立公文書館の機能・施設の在り方に関する基本構想（概要） |
| 参考 2 | アーキビストの確保・育成の構想 |
| 参考 3 | 「日本におけるアーキビストの職務基準」（平成 28 年 3 月 18 日） |

アーキビストの職務基準に関する検討会議の開催について

平成 29 年 5 月 12 日

館 長 決 定

1. 目的

独立行政法人国立公文書館（以下「館」という。）において、アーキビストの職務内容、遂行要件等に係る職務基準について、高等教育機関等との連携を図りながら更なる検討を行うため、アーキビストの職務基準に関する検討会議（以下「検討会議」という。）を開催する。

2. 構成員

検討会議の構成員は、別紙のとおりとし、座長は構成員により互選する。ただし、必要に応じ、構成員以外の関係者の出席を求めることができる。

3. 検討事項

- (1) アーキビスト職務基準書の作成に関すること。
- (2) その他必要な事項

4. 庶務

検討会議の庶務は、関係課等の協力を得て、統括公文書専門官室において処理する。

5. その他

前各項に定めるもののほか、検討会議の運営に関する事項その他必要な事項は、座長が定める。

アーキビストの職務基準に関する検討会議構成員

○^{あらい ひろぶみ}新井 浩文（埼玉県立文書館 学芸主幹）

○^{おかざき あつし}岡崎 敦（九州大学大学院 教授）

○^{こたに まさし}小谷 允志（ARMA 東京支部 顧問）

○^{しもじゅう なおき}下重 直樹（学習院大学 准教授）

○^{ほさか ひろおき}保坂 裕興（学習院大学 教授）

○^{もりもと さちこ}森本 祥子（東京大学文書館 准教授）

（敬称略・五十音順）

これまでの検討経緯について

- 平成26年度
館内プロジェクトチームによる検討開始
- 平成28年3月18日
「日本におけるアーキビストの職務基準」(素案)策定<参考3>
- 平成28年4月27日～
第13回アーカイブズ関係機関協議会において提示
関係機関を通じて意見聴取
- 平成28年5月～12月
有識者より個別に意見聴取
- 平成29年3月16日
第14回アーカイブズ関係機関協議会において状況報告

ご意見に関する考え方(抄) 平成29年3月16日 国立公文書館

- 職務基準としては、まずは「公的機関」において「公的記録」の管理に従事するアーキビストについて策定することとしますが、その前提として、民間においても通底するアーキビスト一般についての考え方(どのような職務を通じて国や社会、組織に貢献するのか)を整理して記述することとします。
- 職種については、公文書館等から現用部門に対して行う「指導」、評価選別を含む活動状況への「評価」、公文書館等において行われる「収集」、「保存」、「利用普及」の5種を想定し、職務基準において具体化する予定です。
- 職務基準は国立公文書館が示す参考資料であり、他の公文書館等に何らかの行動を強制するものではありませんが、事実上の標準として広く活用されるように努めることとします。
- 次年度から、高等教育機関の関係者を含む外部有識者や職務分析に係るコンサルタントを活用しながら、公文書館等の機能や規模に応じた職務基準を数パターン作成することとしています。

アーキビスト職務基準書の作成について



2(1) 概念の整理

◆職務基準書とは

設定した職務について、担当者が遂行すべき課業、および必要とされる労働力の内容を、種類と性質、重要度、困難度の観点から記述した、分業分担の基準。

(神山幸男『職務分析による人事管理』ダイヤモンド社、1967)

今回はアーキビストに求められる能力や要件の明確化を図るための検討用資料として作成する。

◆職務

同一種類・同一水準の労働力を必要とする業務をまとめて、労務管理の必要上設定する効率的分業分担の単位。

◆業務

同一あるいは類似の種類・性質の課業をまとめて便宜上設定した課業群。

◆課業

一定の目的を果たし、かつ分業分担が可能な程度にまとまったひとまとまりの仕事。

神山幸男『職務分析による人事管理』
(ダイヤモンド社、1967)他より作成

- 職業とは、(中略) 必要な知識・技能などの共通性又は類似性によってまとめられた一群の職務をいう。

(『第4回改訂 厚生労働省編職業分類
職業分類表』(2011))

今回は
職業 > 職務 > 業務 > 課業
として整理する。

職務基準書作成のイメージ

アーキビストの職務基準

| 職種 (job) | |

 | 収集 | | 保存

 | | 利用 | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 課業 (task) | |

 | 歴史公文書の受入 | その他の歴史資料の受入 | 保存整理

 | 目録整備 | 利用審査 | 利用者支援 | 利用の促進 | 連携 | | | | | | | | | | | | | | | | | | | | | | |

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 | 指針・基準の作成 | |

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| | | 実施企画

 | ・選別の範例集 | - | -

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| | 調査分析 | 調査

 | ・選別の判断 | ・受入適否の判断 | <div style="border: 2px solid black; padding: 10px;"> <p style="text-align: center;">(職務名)</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>業務</td> <td>***</td> <td>***</td> <td>***</td> </tr> <tr> <td rowspan="5">課業</td> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td rowspan="2">要件</td> <td>遂行要件</td> <td>・歴史公文書の作成又は取得組織とその業務の理解</td> <td>・受入れ先(寄託・購入先)組織や業務に対する理解</td> <td>・関連資料群の</td> <td>・他機関の史料在状況の把握</td> <td>・関連資料群の</td> <td>・過去の評価選別事例の理解</td> <td>・内容や出所に関する理解</td> <td>・</td> <td>・</td> </tr> <tr> <td>基礎要件</td> <td colspan="9"> ・大学院修士課程修了以上、又はその同等以上の学歴
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 ・史料の管理に関する基礎的な知識
 ・所属組織、所蔵史料の基礎的な知識 </td> </tr> <tr> <td rowspan="2">要件</td> <td>管理監督</td> <td colspan="9" rowspan="2"> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>業務</td> <td>***</td> <td>***</td> <td>***</td> </tr> <tr> <td rowspan="5">課業</td> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td rowspan="2">要件</td> <td>遂行</td> <td colspan="9" rowspan="2"> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>業務</td> <td>***</td> <td>***</td> <td>***</td> </tr> <tr> <td rowspan="5">課業</td> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td rowspan="2">要件</td> <td>基礎</td> <td colspan="9" rowspan="2"> <table border="1" style="width: 100%; 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 | ・歴史公文書の作成又は取得組織とその業務の理解 | ・受入れ先(寄託・購入先)組織や業務に対する理解 | ・関連資料群の | ・他機関の史料在状況の把握 | ・関連資料群の | ・過去の評価選別事例の理解 | ・内容や出所に関する理解 | ・ | ・ | 基礎要件 | ・大学院修士課程修了以上、又はその同等以上の学歴
・ <u>公文書管理法</u> 及び <u>公文書館法</u> に関する知識
・史料の管理に関する基礎的な知識
・所属組織、所蔵史料の基礎的な知識 | | | | | | | | | 要件 | 管理監督 | <table border="1" style="width: 100%; text-align: center;"> <tr> <td>業務</td> <td>***</td> <td>***</td> <td>***</td> </tr> <tr> <td rowspan="5">課業</td> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td rowspan="2">要件</td> <td>遂行</td> <td colspan="9" rowspan="2"> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>業務</td> <td>***</td> <td>***</td> <td>***</td> </tr> <tr> <td rowspan="5">課業</td> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td rowspan="2">要件</td> <td>基礎</td> <td colspan="9" rowspan="2"> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>業務</td> <td>***</td> <td>***</td> <td>***</td> </tr> <tr> <td rowspan="5">課業</td> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td>・</td> <td>・</td> <td>・</td> </tr> <tr> <td>・</td> <td>・</td> <td>・</td> </tr> </table> </td> </tr> <tr> <td>管理監督</td> <td colspan="9" rowspan="2"> <table border="1" style="width: 100%; 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| 要件 | 遂行要件 | ・歴史公文書の作成又は取得組織とその業務の理解

 | ・受入れ先(寄託・購入先)組織や業務に対する理解 | ・関連資料群の | ・他機関の史料在状況の把握

 | ・関連資料群の | ・過去の評価選別事例の理解 | ・内容や出所に関する理解 | ・ | ・ | | | | | | | | | | | | | | | | | | | | | | |

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・ <u>公文書管理法</u> 及び <u>公文書館法</u> に関する知識
・史料の管理に関する基礎的な知識
・所属組織、所蔵史料の基礎的な知識

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2(2) 職務と業務の分類

「日本におけるアーキビストの職務基準」H28.3.18

職種(job)	課業(task)
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収集	歴史公文書の受入れ
	その他の歴史資料の受入れ
保存	保存整理
	目録整備
利用	利用審査
	利用者支援
	利用の促進
	連携

分類の事務局仮案

職務	業務
評価選別・収集	指導・助言
	評価選別
	受入れ
保存・提供	保存整理
	目録整備
	利用審査
利用普及	利用者支援
	利用の促進
	連携

※必要に応じて保存修復の専門家、情報技術の専門家、司書、学芸員等関連する専門職と協力。

修正のポイント① —職務の整理—

- 「収集」→「**評価選別**・収集」へ変更
 - レコードマネジメントへの関与を強めるべき、との意見(1)を受け、「**評価選別**」を追加する。

- 「利用」→「利用**普及**」へ変更
 - 「利用」は使う側の視点であるとの意見(2)を踏まえ、アーキビストが主語となる「利用普及」とする。

- 「保存」→「保存・**提供**」へ変更
 - 「利用審査」は、「利用普及」「保存」ともに位置づけが困難。よって、「保存」を「保存・**提供**」へ変更して位置づける。

修正のポイント② —業務の整理—

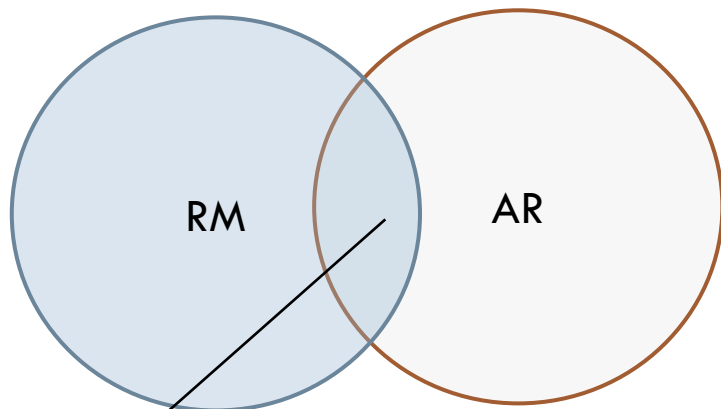
- 「評価選別・収集」を、「**指導・助言**」・「**評価選別**」・「**受入れ**」業務に整理
 - 文書の適切な管理を指導・助言すべき立場にあるとの意見(3)を反映するため「**指導・助言**」を明記。

【参考】

「文書管理の専門職員が行政の現場に入って**評価選別**の**指導・助言**を行っている諸外国の例も参考としながら、各行政機関の文書管理業務を支援する仕組みについて、専門職員の育成・配置等も含めて検討すべきである」
(平成28年3月23日公文書管理委員会「公文書管理法施行5年後見直しに関する検討報告書」)

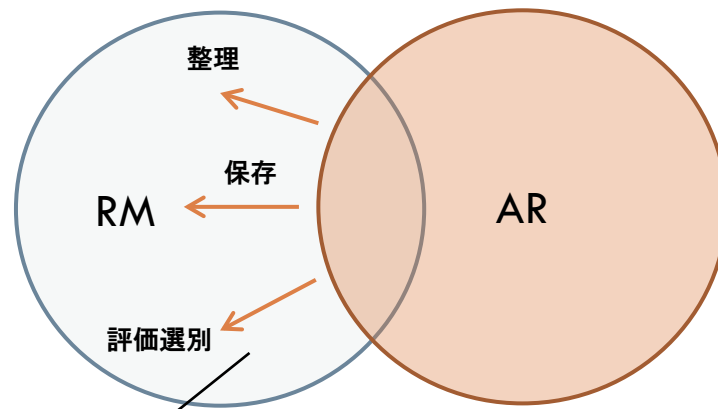
アーキビストとレコードマネジメント

i) 公文書管理法モデル(現状)



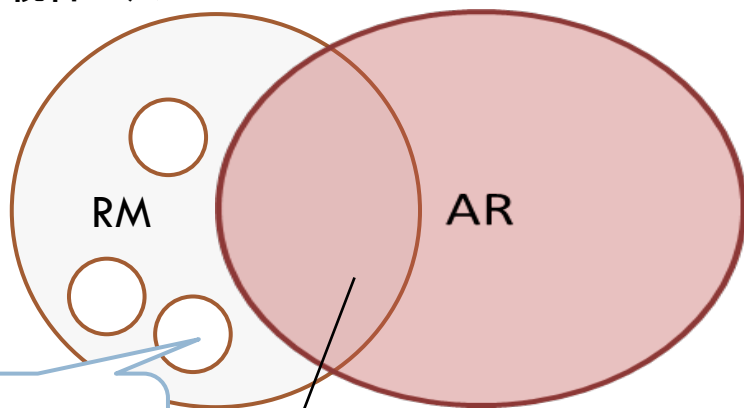
アーキビストに評価選別・廃棄同意の権限がほぼない

ii) ミシヨネールモデル



アーカイブズの構築・維持のために必要な範囲でレコードマネジメントを指導、代行する

iii) 統合モデル



情報セキュリティ、BCP、法務対応等は他の専門職により担われていく...

レコードマネジメント業務の大部分をアーキビストが実施する

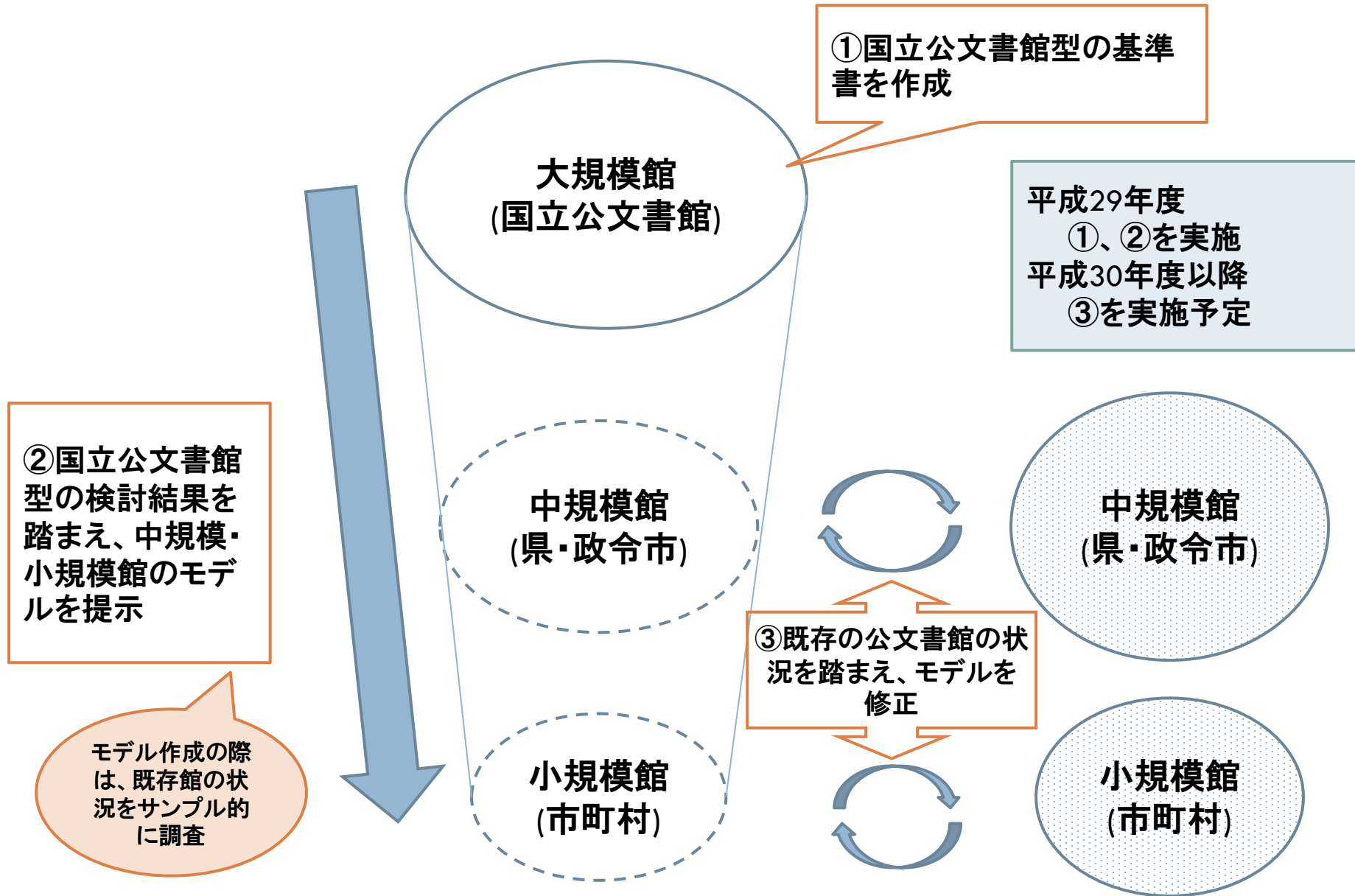
アメリカにおける整理 (Archivist Series, GS-1420)

	レコードマネージャー	アーキビスト
目的	現行事業ニーズを充足するための記録の効率的かつ経済的な管理	証拠的又は情動的価値の評価選別、記録と政府機関の諸活動との関連の説明
協議		<ul style="list-style-type: none"> 政府機関の事業の視点から見た記録の短期及び長期的価値 永久的価値がある記録の特定方法及びシステム構成 記録をアーカイブズの保管所に移管するスケジュール設定
関心	記録の作成目的の探求、組織化、利活用	

2(3) 作成パターン

- ① 国立公文書館型(大規模館分)の基準書を作成
- ② 国立公文書館型の検討結果をもとに、中規模・小規模館の基準書モデルを作成
 - 基準書モデルを作成の際には、サンプル調査を実施
 - 中規模館→県または政令指定都市、職員15～20人程度、を想定
 - 小規模館→市町村、職員5人程度を想定

【参考】作業進行のイメージ



【参考】公文書館職員数ほか比較表

区分	具体例	職員数 (非常勤含む)※1	所蔵資料数 ※1	親組織の職員数 ※2
①大規模 (国)	・国立公文書館	52名 (定員) +公文書専門員 24名	約142万	約68万人 (宮内庁・外務省を除く。 自衛隊・独法を含む)
②中規模 (都道府 県・政令指 定都市)	・東京都公文書館 ・埼玉県立文書館 ・神奈川県立公文書館 ・岡山県立記録資料館 ・札幌市公文書館 ・大阪市公文書館	25名 21名 18名 12名 12名 8名	約247万 約84万 約72万 約27万 約15万 約15万	約17万人 約6.3万人 約7.2万人 約2.1万人 約1.4万人 約3.1万人
③小規模 (市町村)	・尼崎市立地域研究史料館 ・板橋区公文書館 ・松本市文書館 ・小布施町文書館	10名 7名 6名 3名	約24万 約22万 約23万 約1万	約0.31万人 約0.36万人 約0.15万人 約90人

※1 平成28年度全国公文書館関係資料集より作成、国立公文書館はH29.5現在

※2 平成28年度(一部27年度を含む)

	要 旨
<p>(1) 「収集」→ 「評価選別・収集」へ</p>	<p>国立公文書館が現に関与している評価選別についてすら基準からは読み取ることができていない。米国の事例にも学び、<u>評価選別は職種として確立して明記すべきである。</u>（ARMA）</p> <p><u>現用記録の記録管理の観点が完全に欠落している。記録管理にアーキビストの権限が認められなければ、価値ある資料は公文書館に移管されない。</u>電子記録の信頼性の問題が叫ばれて久しいが、アーキビストがその作成から関与できなければ、こういった記録は信頼性をもって長期保存できない。（アーカイブズ学会）</p> <p><u>「収集」という職種からは、例えば行政文書の移管を受け入れる施設としては使いにくく、国立公文書館にとっても、現用段階への関与が全くできないように読めてしまう。</u>アーキビストの仕事を意図せずに狭めた定義によって、将来のアーキビストの仕事を難しくすることはないか。（全史協（個））</p>
<p>(2) 「利用」→ 「利用普及」へ</p>	<p><u>「利用」は使う側の視点であるので不適切。</u>前出の「収集」「保存」はアーキビストが「する」ことであるが、「利用」は「させる」「うながす」こととなるため。（全史協（団））</p> <p>アーキビストの職務を①収集、②保存、③利用としているが、①②はアーキビストが行うものであるのに対して、<u>③は利用者が行うものであり、日本語としておかしい。</u>（記録管理学会）</p>
<p>(3) 「指導・助言」 を明記</p>	<p>公文書館におけるアーキビストには、現用段階のレコードマネジメントから非現用段階のアーカイブズマネジメントまでの一貫した観点での職務が求められる。例えば、公文書館は単に行政文書の移管を受けるにとどまらず、各行政機関に対し、<u>文書の適切な管理を指導・助言すべき立場にあると考えられる</u>ため、職務基準においても前者の観点での職務等の記述を更に加える必要がある。（全史料協（団））</p>

今後の進め方について

- 平成29年6月～
 - ▣ 職務基準書(案)の作成
 - ▣ 各委員との個別調整
- 平成29年9月中下旬 第2回会議
 - ▣ 職務基準書(案)の検討
- 平成29年10月～
 - ▣ 各委員との個別調整
- 平成29年12月 第3回会議
 - ▣ とりまとめ

アーキビストの職務基準に関する検討会議の
議事概要の取扱等について（案）

1. 各回の終了後、事務局において議事概要を作成し、出席者に内容について確認した後、当該議事概要を確定するとともに、全ての構成員に周知する。
2. 上記議事概要は、検討会議の議論を受け国立公文書館が作成する職務基準等が公表される際、必要に応じて会議の配付資料等と併せて国立公文書館ホームページにおいて公開する。

国立公文書館の目的（国立公文書館法第4条）

国立公文書館は、特定歴史公文書等を保存し、及び一般の利に供すること等の事業を行うことにより、**歴史公文書等の適切な保存及び利用を図ることを目的とする。**

主として以下の機能を担うものと位置付け

- ①保存及び利用提供機能、②情報収集、整理及び提供機能、③調査研究機能、④研修機能

新たな国立公文書館像の方向性

- ① **国のかたちや国家の記憶を伝え将来につなぐ「場」**としての役割の発揮
- ② 我が国全体の歴史公文書等の保存・利用等の**取組推進の拠点としての役割の強化**
- ③ デジタル化の進展を始めとする**時代の変化を見据えた施設整備やサービスの展開**

国立公文書館の組織・運営等

組織・運営

求められる機能の発揮に向けて、独立行政法人であることによる制度上の顕著な問題点は現在のところ見当たらず、引き続き、制度の特徴を活かしつつ必要に応じた運用の改善を図っていくべき。

施設

・国立公文書館の役割に照らし、十分な規模とふさわしい落ち着きと恒久性を備えたものにするべき。
・規模は、現在の本館の数倍、4万～5万㎡程度確保されることが望ましい。
・周囲の景観との調和に配慮し、立地の利点を活かした施設として整備。コスト面にも配慮し、耐久性の高い機能的なものに。

国立公文書館に求められる機能

各種機能に係る今後の展望

収集・情報提供機能

- ① オーラルヒストリーの実施等による収集活動の拡大
- ② 収集に係る情報集約・広報強化
- ③ デジタルによる他機関所蔵文書の収集及び所在情報の横断的な集約・提供
- ④ ①～③のための体制や施設整備及び予算確保
- ⑤ 立法府文書の移管に係る積極的検討

展示・学習機能

- ① 国際的水準を満たした展示施設の整備
- ② 魅力ある展示手法の開拓
- ③ 学校教育との連携による学習活動の積極的展開
- ④ 専門性をもった職員の育成・確保及び外部との連携による担い手の充実

保存・修復機能

- ① 受入れ文書の拡大や利用の増加にも対応し得る書庫の整備
- ② 適切かつ効率的な保存環境の確立及びバックアップ設備の整備
- ③ 修復のための設備の充実と体制強化
- ④ 保存・修復に係るセンター機能の確立

調査研究支援機能

- ① 快適で利便性の高い閲覧室の整備と出納システム等の合理化
- ② 利用者が調査研究を深めるための設備の充実
- ③ 充実した利用サービス提供による来館利用の付加価値向上

デジタルアーカイブ機能

- ① 修復と連携したデジタル化の拠点の整備
- ② 我が国全体としての歴史資料のデジタルアーカイブ化の推進

人材育成機能

- ① 国立公文書館の機能拡大を支える人材の確保・長期的育成
- ② 我が国全体としての専門家育成（研修対象の拡大）
- ③ 大学・大学院と連携した人材育成の深化
- ④ 資格制度の確立に向けた検討

情報交流機能

- ① 広報活動の戦略的強化と体制整備
- ② 国立公文書館を拠点とした交流の促進

アーキビストの確保・育成の構想

参考2

公文書取扱機関における
アーキビストの積極的な
採用・配置

アーキビストの育成方針
人材の確保と育成の必要性の確認

アーキビストの専門性の確立
専門職に相応しい処遇の実現

職務基準書

アーキビストの遂行業務と
必要な能力・要件の明確化

人材育成の基礎資料

大学(大学院)や国立公文書館等
における教育・研修カリキュラム
への反映

アーキビスト
認証制度

(要検討)
用語の定義
適用範囲

(要検討)
認証権者
認証の内容

日本におけるアーキビストの職務基準

平成 28 年 3 月 18 日
国立公文書館

公文書館法（昭和 62 年法律第 115 号）及び公文書等の管理に関する法律（平成 21 年法律第 66 号）の趣旨を踏まえ、公文書管理制度を支える人材（以下、「アーキビスト」とする。）の養成が急務である。

そこで、アーキビストを養成するための教育・育成体制や資格制度の確立を見据え、日本におけるアーキビストに関する職種と要件について取りまとめ、アーキビストの職務基準を作成する。

1. アーキビストの概要

アーキビストとは、高度な専門性と倫理観をもって、歴史資料として重要な公文書及びその他の歴史資料（以下、「史料」とする。）の収集、保存、利用の職務を行う者であり、「公文書館法」に定められた専門職員もこれに含まれる。日本語の名称は史料管理者とする。なお、対象とする史料は紙媒体の文書や写真だけではなく、電子資料といった多様な媒体も含まれる。

アーキビストは史料の収集において、歴史公文書及びその他の歴史資料の受入れに伴う基準を定め、その基準に基づき受入れの判断を行う。また、史料の保存において、史料の整理と目録の整備に伴う基準を定め、その基準に基づき一般の利用者が利用できるように史料の整理を行う。さらに、史料の利用において、その可否の審査をへて、利用者への支援を行う。併せて展示等による利用の促進や関係機関との連携により、保存された全国の史料を利用する取り組みを促進する。

上記の仕事を行うための要件を備えた者をアーキビストという。

2. アーキビストの職務（job）と課業（task）

アーキビストの職種は①収集、②保存、③利用とする。①収集とは「歴史公文書の受入れ」「その他の歴史資料の受入れ」の課業を含む職種である。②保存とは「保存整理」「目録整備」の課業を含む職種である。③利用とは「利用審査」「利用者支援」「利用の促進」「連携」の課業を含む職種である。

表 1 アーキビストの職種範囲

職種（job）	課業（task）	
収集	歴史公文書の受入れ	その他の歴史資料の受入れ
保存	保存整理	目録整備
利用	利用審査 利用者支援	利用の促進 連携

アーキビストは、①～③の職種の実施にあたり、必要に応じて保存修復の専門家、情報技術の専門家、司書、学芸員等関連する専門職と協力する。

3. アーキビストの仕事 (work)

3. 1 収集

アーキビストは歴史公文書及びその他の歴史資料を収集する。

アーキビストは歴史公文書の受入れにあたり、その史料が歴史的に重要か否かを評価し選別する（以下、「評価選別」という。）。その基準の作成もアーキビストの仕事であり、歴史公文書の作成組織とその組織の業務について調査分析能力が求められる。

また、アーキビストはその他の歴史資料の寄贈、寄託もしくは購入にあたり、受入れが適切か否かを判断する。その受入れの適否を判断するためには、史料内容や他機関の関連資料群等の内容や出所に関する理解が求められる。

表 2 収集に関する仕事一覧

課業 (task)	仕事 (work)
歴史公文書の受入れ	・ 歴史公文書の受入れや選別に係る指針・基準を 作成する。
	・ 歴史公文書の選別に係る事例を収集し、範例集を 作成する。
	・ 歴史公文書の選別に係る指針・基準に則して、他機関の事例、歴史公文書の作成・取得者に対する現地調査も踏まえつつ、評価選別を 判断する。
	・ 歴史公文書の受入れに係る指針・基準に則して、受入業務を管理する。
	・ 歴史公文書の選別に係る指針・基準の作成に関して、過去の実績や国内外の動向を把握し 調査分析する。
	・ 歴史公文書の選別に係る指針・基準の作成の基礎情報として、歴史公文書の作成又は取得組織とその組織の業務を 調査分析する。
その他の歴史資料の受入れ	・ その他の歴史資料の受入れに係る指針・基準を 作成する。
	・ その他の歴史資料の寄贈者等と受入れについて 調整する。
	・ その他の歴史資料の受入れに係る指針・基準に則して、受入れの適否を 判断する。
	・ その他の歴史資料の受入れに係る指針・基準の作成に関して、過去の実績や国内外の動向を把握し 調査分析する。
	・ その他の歴史資料の受入れに係る指針・基準の作成の基礎情報として、公文書館、図書館等の資料所在状況及び関連資料群を把握し 調査分析する。

3. 2 保存

アーキビストは受入れた史料を整理し永久に保存するために適切な措置をとり、その目録情報を整備する。

アーキビストは史料の整理にあたり、保存環境を維持し、資料群を考慮しつつ排架し、資料の劣化状況に応じて、修復や複製物作成の判断を行う。保存修復の専門家と協力して保存整理に係る指針・基準を作成するのもアーキビストの仕事であり、史料の保存方法や劣化状況等の基礎知識が求められる。

また、アーキビストは利用者が史料を利用できるようにするため、史料の目録を整備する。目録整備の基準の作成もアーキビストの仕事であり、目録整備に係る国際的な標準及びデジタルアーカイブに係る理解が求められる。

表3 保存に関する仕事一覧

課業 (task)	仕事 (work)
保存整理	・ 保存修復の専門家と協力して、保存整理に係る指針・基準を <u>作成する。</u>
	・ 保存整理に係る指針・基準及び史料の内容を基に、排架を <u>判断する。</u>
	・ 保存整理に係る指針・基準及び史料の劣化状況を基に、修復対象及び複製対象を <u>選定する。</u>
	・ 保存整理に係る指針・基準の作成に関して、過去の実績や国内外の動向を把握し <u>調査分析する。</u>
	・ 修復対象及び複製対象選定の基礎情報として、所蔵資料の劣化状況及び利用者の動向を把握し <u>調査分析する。</u>
目録整備	・ 国際標準等に基づき、目録整備に係る指針・記述規則を <u>作成する。</u>
	・ 目録整備に係る指針・記述規則を基に、目録整備を <u>管理する。</u>
	・ 史料内容の調査結果を基に、資料群や作成者等について <u>記述する。</u>
	・ 利用者ニーズ、他機関の目録整備状況及び国際標準を基に、多角的な検索や横断検索を <u>企画する。</u>
	・ 目録整備に係る指針・記述基準の作成に関して、過去の実績や国内外の動向を把握し <u>調査分析する。</u>
	・ 目録整備に係る基礎情報として、史料内容について <u>調査分析する。</u>

3. 3 利用

アーキビストは利用に関する仕事として、個人情報の保護等に配慮しつつ利用の可否を判断し、利用者のニーズに応え、保存された全国の史料を利用する取り組みを促進する。

アーキビストは個人情報の保護等の情報を審査し、その利用の可否を判断する。また、利用者の利用を支援するため、史料内容の調査結果を基にレファレンスを行う。さらに、一般の利用者に向けて利用を促すため、展示会等を企画すると共に、関係機関と密な連携をすることで、保存された全国の史料を利用する取り組みを促進する。

表4 利用に関する仕事一覧

課業 (task)	仕事 (work)
利用審査	・ 利用審査に係る指針・審査基準を <u>作成する。</u>
	・ 利用審査に係る事例を収集し、範例集を <u>作成する。</u>
	・ 利用審査に係る指針・審査基準に則して、史料の利用の可否を <u>判断する。</u>
	・ 利用審査に係る指針・審査基準の作成に関して、過去の実績や国内外の動向を把握し <u>調査分析する。</u>
	・ 利用審査に係る指針・審査基準の作成に係る基礎情報として、史料内容及び

	情報公開における答申について <u>調査分析する。</u>
利用者支援	・史料の利用に係る指針・基準を <u>作成する。</u>
	・レファレンスに係る事例を収集し、 <u>範例集を作成する。</u>
	・史料の利用に係る指針・基準に則して、 <u>利用業務を管理する。</u>
	・史料の利用に係る指針・基準に則して、 <u>レファレンスを実施する。</u>
	・史料の利用に係る指針・基準の作成に関して、 <u>過去の実績や国内外の動向を把握し調査分析する。</u>
	・史料の利用に係る基礎情報として、 <u>史料内容及び利用者の動向を把握し、調査分析する。</u>
利用の促進	・利用の促進に係る指針・基準を <u>作成する。</u>
	・利用の促進に係る指針・基準に則して、 <u>展示・学習・広報を企画する。</u>
	・利用の促進に係る指針・基準の作成に関して、 <u>過去の実績や国内外の動向を把握し調査分析する。</u>
	・利用の促進に係る指針・基準の作成に係る基礎情報として、 <u>史料内容及び利用者の動向を把握し、調査分析する。</u>
連携	・国内外のアーカイブズ関係機関との交流、 <u>情報共有により連携を推進する。</u>
	・史料の収集・保存・利用に係る人材を育成する。
	・連携に係る基礎情報として、 <u>国内外のアーカイブズ関係機関についての情報を収集し調査分析する。</u>
	・史料の収集・保存・利用に係る人材の育成に係る国内外の動向を把握し <u>調査分析する。</u>

4. アーキビストに必要な要件

4. 1 基礎要件

アーキビストの全ての職種に求められる基礎要件は次のとおりとする。

- ・大学院修士課程修了以上（例：法学、政治学、史学、保存科学、図書館情報学、工学・情報工学）、又はそれと同等の知識・能力
- ・公文書管理法及び公文書館法に関する制度等についての理解
- ・史料の管理に関する基礎的な知識
- ・所属組織、所蔵史料の基礎的な知識

4. 2 遂行要件

アーキビストの職種および課業別に求められる遂行要件は次のとおりである。

表5 遂行要件一覧

職種	課業	遂行要件
収集	歴史公文書の受入れ	・歴史公文書の作成又は取得組織とその業務の理解 ・過去の評価選別事例の理解
	その他歴史資料の受入れ	・受入れ先（寄贈・寄託・購入先）の組織や業務に関する

		<p>る理解</p> <ul style="list-style-type: none"> ・ 関連資料群の内容や出所に関する理解
保存	保存整理	<ul style="list-style-type: none"> ・ 国際標準（保存科学、修復、複製、デジタル化）の理解 ・ <u>文化財保護法</u>に関する制度等の理解
	目録整備	<ul style="list-style-type: none"> ・ 国際標準（記述、目録、デジタルアーカイブ）の理解 ・ 情報検索技術の理解
利用	利用審査	<ul style="list-style-type: none"> ・ <u>情報公開法</u>、<u>個人情報保護法</u>、<u>行政不服審査法</u>に関する制度等の理解 ・ 過去の利用審査事例の理解
	利用者支援	<ul style="list-style-type: none"> ・ <u>図書館法</u>、<u>著作権法</u>に関する制度等の理解 ・ 過去のレファレンス事例の理解
	利用の促進	<ul style="list-style-type: none"> ・ <u>博物館法</u>、<u>社会教育法</u>に関する制度等の理解
	連携	<ul style="list-style-type: none"> ・ アーカイブズ関係機関の位置づけや所蔵史料の理解 ・ 人材の育成についての理解

アーキビストの職務基準

職種 (job)			収集		保存		利用			
課業 (task)			歴史公文書の受入	その他の歴史資料の受入	保存整理	目録整備	利用審査	利用者支援	利用の促進	連携
職務 (work)	担当職務	作成	指針・基準の作成							
		実施	・選別の範例集	-	-	・記述規則	・審査の範例集	・レファレンスの範例集	-	-
		企画	・選別の判断	・受入適否の判断 ・寄贈等との調整	・排架の判断 ・修復対象・複製対象の選定	・作成者等の記述 ・多角的な検索等の企画	・利用可否の判断	・レファレンスの実施	・展示等の企画	連携の推進 人材の育成
	管理監督職務	調査分析	国内外の動向、過去の実績の動向把握							
			・歴史公文書の作成又は取得組織とその業務の調査分析	・他機関の史料所在状況の把握 ・関連資料群の把握	史料内容の調査分析				・関係機関の動向把握	
			・利用者動向把握	-	・利用者動向把握	・情報公開の答申に係る調査分析	・史料の所在情報の把握	-	・人材育成の動向把握	
管理監督職務	管理	業務管理								
	監督	-	・史料の管理	・目録の管理	・利用請求の管理	・利用者の管理	-	-		
要件	遂行要件	・歴史公文書の作成又は取得組織とその業務の理解 ・過去の評価選別事例の理解	・受入れ先(寄贈・寄託・購入先)の組織や業務に関する理解 ・関連資料群の内容や出所に関する理解	・国際標準(保存科学、修復、複製、デジタル化)の理解 ・文化財保護法に関する制度等の理解	・国際標準(記述、目録、デジタルアーカイブ)の理解 ・情報検索技術の理解	・情報公開法、個人情報保護法、行政不服審査法に関する制度等の理解 ・過去の利用審査事例の理解	・図書館法、著作権法に関する制度等の理解 ・過去のレファレンス事例の理解	・博物館法、社会教育法に関する制度等の理解	・アーカイブズ関係機関の理解 ・人材の育成について理解	
	基礎要件	・大学院修士課程修了以上、又はそれと同等の知識・能力 ・公文書管理法及び公文書館法に関する制度等についての理解 ・史料の管理に関する基礎的な知識、 ・所属組織、所蔵史料の基礎的な知識								

グレー部分：調査分析に関する職務 下線部分：法令名