

# **Connecting the Archives:**

## **Collaboration between the National Archives of Japan and the Local Archives**

**YAMATANI Hideyuki**

**Senior Vice President  
National Archives of Japan**

22 September 2022, ICA Rome Conference  
Professional Program

## About us: National Archives of Japan (NAJ)



### Main Building

(Kitanomaru, Chiyoda-ku, Tokyo)

Year of Establishment: 1971

Site Area : around 4,000m<sup>2</sup>

Building Area: 11,550m<sup>2</sup>



### Tsukuba Annex

(Tsukuba city, Ibaraki Pref.)

Year of Establishment: 1998

Site Area : around 25,000m<sup>2</sup>

Building Area: 11,250m<sup>2</sup>

**NAJ is an Incorporated Administrative Agency established to preserve and make available for public use specified historical public records and archives.**

## Why We Focus on Collaboration ?



Proper Management of Public Records

**For a Better Archives System Nationwide**

# Outline

## Introduction

### **1. Mechanism of Local Governance and Public Records Management in Japan**

- (1) Mechanism of Local Governance
- (2) Roles of the national and local governments regarding local governments' public records management
- (3) Three Pillars of Collaboration to Bridge the Gaps

### **2. Three Pillars of Collaboration with Local Archives**

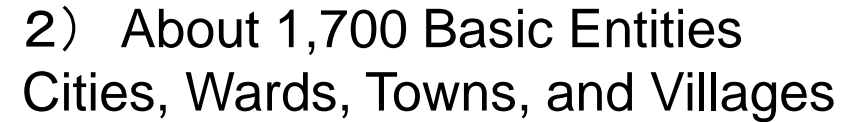
- (1) Networking
- (2) Human Resource Development
- (3) Development of Standard and Technical Guidance and Advice

## Conclusion

# **1. Mechanism of Local Governance and Public Records Management in Japan**

## 1) 47 Wide-Area Entities

### Tokyo Metropolis and Prefectures



## (2) Roles of the National and Local Governance

### Gap Caused by the Structure of Local Governance

- Local governments shall endeavor to implement necessary measures with regard to the proper public records management. Also, they are responsible for taking appropriate measures for the preservation and use of public records and archives with historical value.
- The national government is only expected to provide necessary information and other support to local governments as for their public records management.

Establishment of public archives depends on each local governments, so not all of them have public archives.

■ Prefectures with Public Archives: 42／ 47

■ Basic Entities with Public Archives: 103／ around 1,700

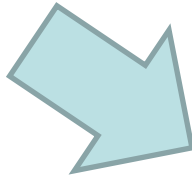
**NAJ supports both local archives and local governments without archives in fulfilling their responsibilities for public records management.**



# (3) Three Pillars of Collaboration to Bridge the Gap

## 1) Networking

- To share common issues and information
- To enhance accessibility by linking search system



## 2) Human Resource Development

- To nation-wide placement of professional archivists
- For proper public records management



### Three Pillars of Collaboration to Bridge the Gap



## 3) Development of Standard and Technical Guidance and Advice

- To realize minimum level of standards and to raise the bottom line
- To enhance accessibility by adopting common specifications



## **2. Three Pillars of Collaboration with Local Archives**

## Annual Meeting of the Directors of Public Archives

### ■ Extending the Network

1989: 22 archives  
→2022:103 archives

### ■ Recent Topics at the Meetings

- Human Resource Development
- Preparation in Advance and Safeguard Measures from Water Damage
- School Collaboration



NAJ provides an important forum for sharing experiences and information to enhance proper public records management.

# (1) Networking 2

## NAJ Extends Cross-Search System via its Digital Archives

国立公文書館デジタルアーカイブ  
NATIONAL ARCHIVES OF JAPAN DIGITAL ARCHIVE

The Digital Archives Top > Cross Search

Q Cross Search

Simple Search Advance Search

Keyword

Search Reset Save Preferences

All Databases Deselection

| Database  | Institute  |
|---|--|
| <input checked="" type="checkbox"/> National Archives of Japan                                      |  |
| <input checked="" type="checkbox"/> Search for catalogs of National Archives of Japan               | NAJ  |
| <input checked="" type="checkbox"/> Japan Center for Asian Historical Records                       | JACAR  |
| <input checked="" type="checkbox"/> National Diet Library   |  |
| <input checked="" type="checkbox"/> NDL Search  | National Diet Library                                  |
| <input checked="" type="checkbox"/> Diplomatic Archives of the Ministry of Foreign Affairs of Japan |  |
| <input checked="" type="checkbox"/> Diplomatic Archives Catalog                                     | Diplomatic Archives of the Ministry of Foreign Affairs |

| Database   | Institute |
|--|-----------|
| <input checked="" type="checkbox"/> Nagoya City Archives                     |           |
| <input checked="" type="checkbox"/> Official documents(Books) of Nagoya City |           |
| <input checked="" type="checkbox"/> Publications Document of Nagoya City     |           |
| <input checked="" type="checkbox"/> Mie Prefectural Archives                 |           |
| <input checked="" type="checkbox"/> Mie Prefectural Museum                   |           |
| <input checked="" type="checkbox"/> Shiga Prefectural Archives               |           |

Browsing our Main Holdings

Search and Browse our holdings

Japan Mint, Front view

Search our Holdings

Keyword search

Cross Search

Getting Started

Cross-search system covers 25 institutions (as of Aug. 2022).

Cross-search system enhances accessibility to the archives by expanding the range of materials searched by a single system.

# (1) Networking 3

## NAJ Provides “Japan Archives Discovery (JAD),” integrated information search system on archival institutions since 2020.

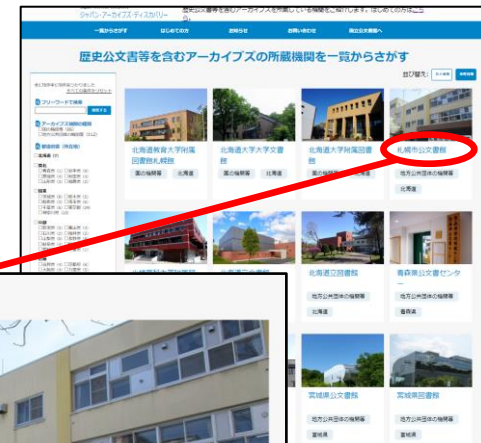
### ■ What is JAD ?

- JAD covers not only archival institutions, but also local governments' archival sections and research institutions' libraries and so on.

### ■ JAD provides

- basic information about the institutions that hold the archival materials.
- outline of their holdings.

### ■ JAD adopts ISDIAH.



**札幌市公文書館**

名称の平行形式 (ISDIAH 5.1.3)  
さっぽろしこうぶんしょかん

アーカイブズ所蔵機関の種類 (ISDIAH 5.1.5)  
地方公共団体の機関等

所在地及び住所 (ISDIAH 5.2.1)  
〒064-0808 北海道札幌市中央区南8西2-5-2  
<http://www.city.sapporo.jp/kobunshokan/>

アーカイブズ所蔵機関の歴史 (ISDIAH 5.3.1)  
2013年7月：札幌市公文書館設立。

指令／権限の根拠 (ISDIAH 5.3.3)  
札幌市公文書館条例 (平成25年3月28日条例第11号)  
札幌市公文書管理条例 (平成24年6月13日条例第31号)

JAD covers 178 archival institutions (as of Aug. 2022).

JAD provides information on the whereabouts of official documents  
across the country, improving convenience for the public.

# Standard of Tasks and Competencies for Archivists and the Archivist Certification Program

- In 2018 NAJ compiled the Standard of Tasks and Competencies for Archivists. Four tasks of an archivist here are : 1) appraisal, selection and collection development, 2) collection management, 3) provision of public access, 4) outreach and communication services.
- NAJ launched the Archivist Certification Program in 2020, which certifies persons with expertise as specified in the Standard of Tasks and Competencies for Archivists.

### Standard

systematically describes the qualities, knowledge, and experience required of a professional archivist

Professional  
Development  
of Archivists

### Certification

promotes establishment of archivist as a professional occupation and nation-wide placement of archivists

**NAJ contributes to a better archives system nationwide by fostering professional archivists with a certain level of experience and knowledge.**

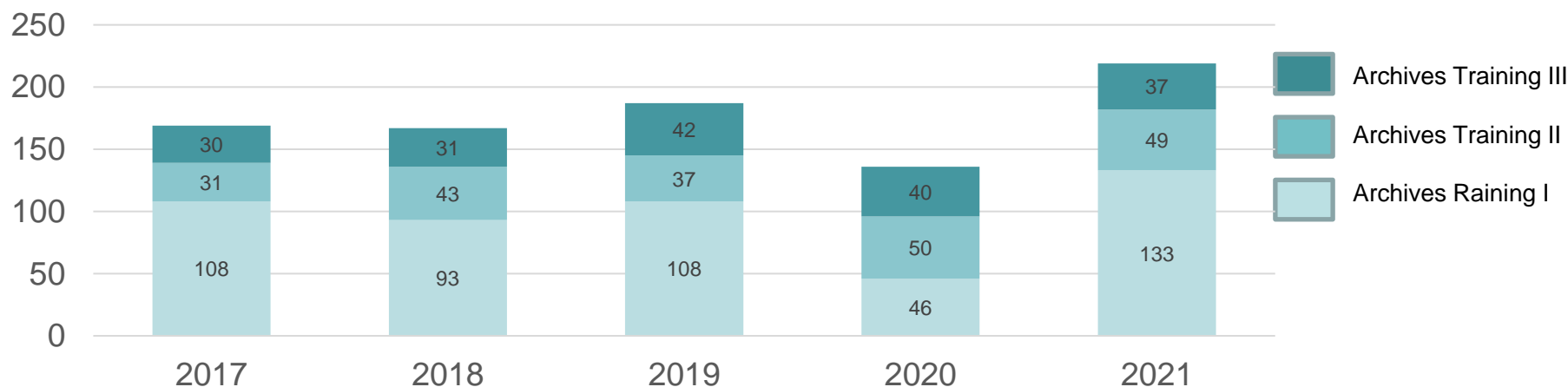


### NAJ Provides a Three-tiered Training Program

for national and local archives staff and local records management personnel.

- for new staff (Archives Training I)
- for staff with around three years of experience (Archives Training III)
- workshops and practical training on specific themes (Archives Training II)

Number of Participants in Archives Training,  
2017-2021



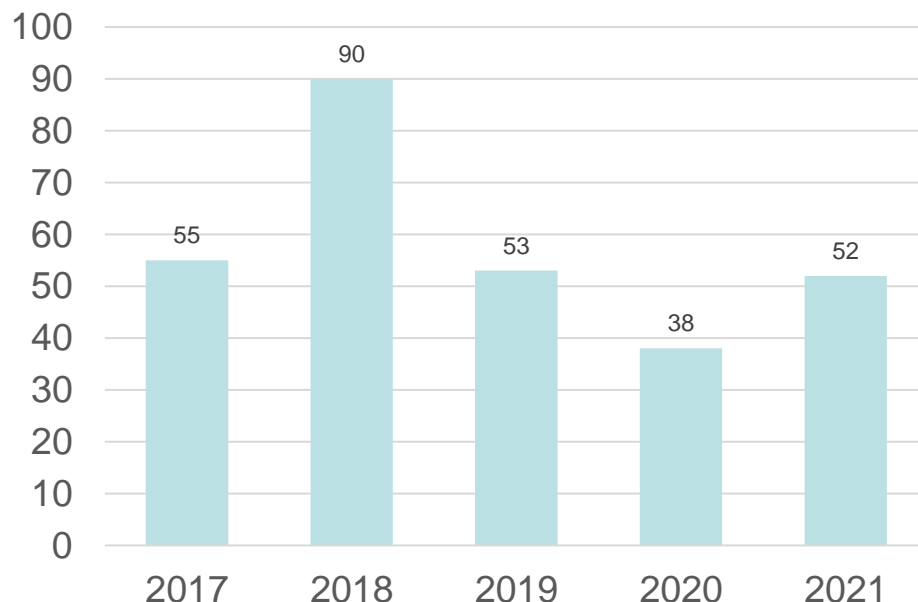
Training program contributes to the nationwide realization of a better archives system by disseminating knowledge of the laws and guidelines on public records management and by sharing the value of public records management.

### (3) Development of Standard, Technical Guidance, Advice

## NAJ Supports Local Entities by Sharing Unified Standards and Specifications.

- by providing Standard of Tasks and Competencies for Archivists.
- by dispatching committee members to provide technical guidance and advice to local governments.
- by dispatching lecturers to training and seminars hosted by local governments.
- by providing “Standard Specifications for Digital Archive Systems.”

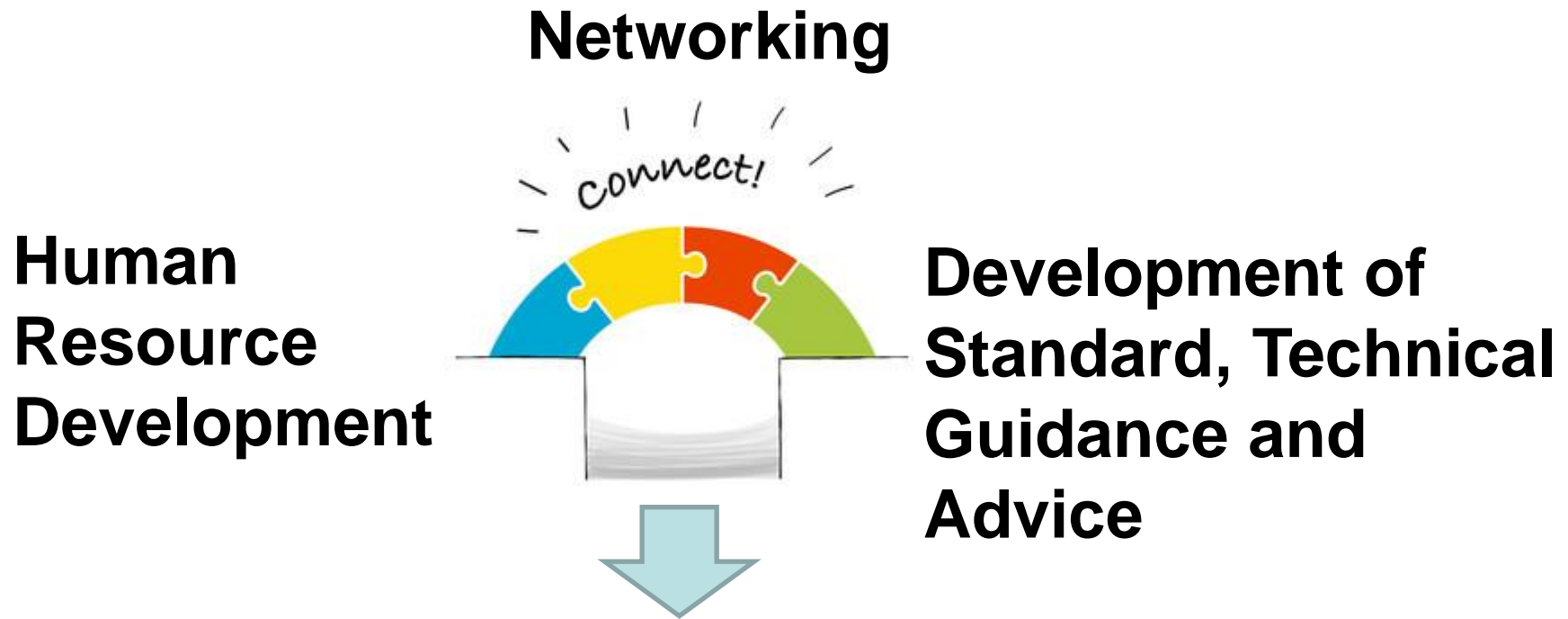
Lectures by NAJ Archivists,  
2017-2021



**NAJ promotes usability and accessibility of archives system nationwide by supporting local governments and archives in carrying out their responsibility more appropriately.**



## Three Pillars of Collaboration



**For a Better Archives System Nationwide**

記録を守る、未来に活かす。

Archives : Evidence from the Past , Beacon for the Future

Thank you

