

# Archival Awareness in Japanese Local Governments

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As an Institution Meant Mainly for Preservation

## 1. Introduction

There are 1775 cities and municipalities and 47 prefectures in Japan.

There are numerous repositories in Japan because historians had conducted a campaign to preserve historical materials. And then Japanese had been active on the historiography of that area.

However, there are few archival institutions based on the concept of the Public Archives Law. Only 53 local governments have archival institutions.

Thus, the establishment rate of archival institutions is about 3%.

Established:  
3%

Establishment Rate of Archival Institutions

Not established:  
97%

I believe that the range of the functions of the archival system for public records is inadequate for almost all Japanese local governments.

## 2. Approach to Goal and Methods

I investigated a corresponding situation to find the archival awareness in Japanese local governments by conducting the following analyses:

1. Analysis of local public archival regulations to find why archival institutions were established
2. Analysis of the process in the regulations of records management
3. Analysis of the main items included in the records retention schedule book

In addition, I conducted a short interview with public officials and collected some relevant papers.

# Goal

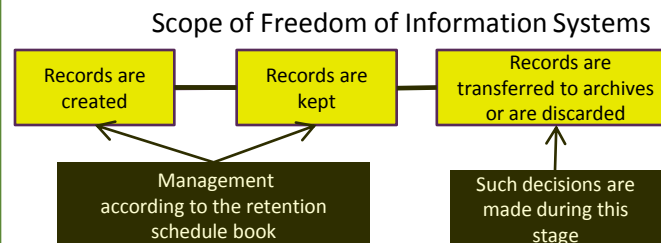
## A Desirable Relationship between the Local Govt. and Archives

## 3. Results

### 1. About the purpose of 53 archival institutions

Purpose of Establishment	Rate
To contribute to the promotion of culture	80%
To contribute to the sharing of public information	20%

### 2. About the process of records management (by sampling)



As an Information Center for Promoting Collaboration with Residents

## 4. Conclusion

The main characteristic of records management by Japanese local governments is that it is carried out from the perspective of Freedom of Information even if they have archival system.

In light of this, it is important to include both the concept of Freedom of Information and that of archives while constructing an optimal records management system.

My suggestions are summarized as follows.

- First, local governments should manage their archives through the guidelines of records management.
  - Second, the guidelines for records management should be discussed such that each local governments can share the same concept among as many local governments as possible.
  - Third, local governments should utilize their archives for policy issues.
- Archives can be used to promote collaboration with residents.

### 3. About the main items included in the records retention schedule book (by sampling)

ID no.	Title of the records	Year of creation	Name of section	Classification	Retention period	Date of disposal
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I believe that public officials consider it important to properly dismantle their records from the scope of Freedom of Information.

If local governments have an archival system



Unwanted



Archival Institution

If local governments does not have an archival system



Unwanted

Records may be stored at a random location