

## **Records Management Greases the Wheels of Organizing Art Project**

**RYUKO SAITO**

**Abstract:** What is art project? It is an artistic activity to revitalize social and regional environment. In Japan, nonprofit organizations sometime take part in the projects. These projects are jointly funded by external foundation and autonomy. Therefore, the jobs involve meeting a variety of people and need taking notes then. They must show the process of events not only taking photographs, movies but also making electronic documents, and papers including their works.

Sorry to say, less artist and their staffs appreciate the principle of project administration, because of no experience of working in the organization. Consequently, there were various inherent risks in the project; for example, leaking of private information and being not created or lost required records, much less poor knowledge of archival science.

A famous Japanese artist, Katsuhiko Hibino, a professor of Tokyo University of the Arts, awaked that “We should change to have the predisposition to archive our work process.” His team tried to keep all the records in the process at the same time running “TANeFUNe” project in 2012.

Registrars accompanied to the ship and kept daily records, which were sent to Art & Society in Tokyo, where I joined in the archiving team as a coordinator of records management and a practical trainer in the archiving workshop.

Next year “Art Archive Kit” was published under the auspices of both Art & Society and Tokyo Art Research Lab (Tokyo Metropolitan). Their future purpose is to encourage prospective organizer toward the art performance in Tokyo Olympic, 2020. This kit is the guidebook of records management and archives management to art project.

**About the author:**

*Ryuko Saito* is a third-year doctoral course student of Archival Science at Gakushuin University, Tokyo. She has also been a records management consultant for a company and local government for about 30 years. Ryuko is a research assistant of The Ohara Institute for Social Research at Hosei University, Tokyo and an outside instructor of Tokyo Art Research Lab from 2012. Her job title is both records management consultant and registered archivist of the Japan Society for Archival Science.