What is Art Project?

It’s an artistic outdoor activity since 1988 in Japan.
- Revitalize social and regional environment
- Receives financial support (grant, foundation)
- NPOs often organize it

Art Project Participants

- Sponsor
- Community
- Artist
- Organizer
- Community
- Staff
- Volunteers
- Audience
- Subcontractor

Tasks and Facts

Responsible for project organizer
- Coordinate views with participants and take notes
- Appraisal for finished tasks and records
- Keep the records available to retrieve, succeed to intellectual resources and leave them posterity

Art Project needs:
- Accountability to stakeholders
- Human resource development for organizer

In fact:
- Few artists or staff know anything about project administration.
- Most inexperienced to work in well-organized bodies.
- No awareness of risk management, e.g.
  ⇒ How to prevent leaking personal information
  ⇒ How to stop bad behavior, failure to write or keep documents
- Lack of knowledge of archival science

Solution for Records Management

1. Clarify each duty of each staff member
2. Define format for necessary records
3. Fix timing of document input
4. Fix retention schedule
5. Decide responsible division of original data
6. Disclosure rule
7. Define medium for original document: paper, electronic medium or both.
8. Apply conservation methods

Finding Example (2012)

Japanese artist, Katsuhiro Hibino, a professor of Tokyo University of the Arts: “We should have the predisposition to archive our work process.”
His team tried to keep all the records in the process of ongoing project “TANeFUNe” in 2012.

Archiving Trace (2013-2)

Analyzing the workflow according to the output records, those data were finally organized to Retention Schedule.

Goals

“Art Archive Kit” was published under the auspices of both Art & Society and Tokyo Art Research Lab (TARL). The future purpose is to nourish prospective organizer toward the art performance during Tokyo Olympics, 2020. This is a kind of guidebook for records management of art project.

Next Step (2014)

Introducing records management to artists and staffs, it is necessary to let them know the terminology and practical skills of project management. TARL plans human resource development for art archive organizer. The experiments will be verified in some art projects and be a standard.

Archiving Trace (2013-1)

Collecting Data
Records on the fixed format with right header

Appraisal & Cataloging
Original data selected and the items registered according to a fond or series

Filing or Digitization
Papers scanned and large materials photographed by photographer

Index Form
Written necessary metadata with a photo for registered items

Preservation with location No.
Wrap the materials with acid-free paper and item input to system-generated data base

Ryuko Saito: rsaito@forest.ocn.ne.jp
3rd-year Doctoral Course Student of Archival Science at Gakushuin University, Tokyo, Japan
Research Assistant of The Ohara Institute for Social Research of Hosei University, Outside Instructor of Tokyo Art Research Lab
Job Title: Records Management Consultant, Registered Archivist of the Japan Society for Archival Science