

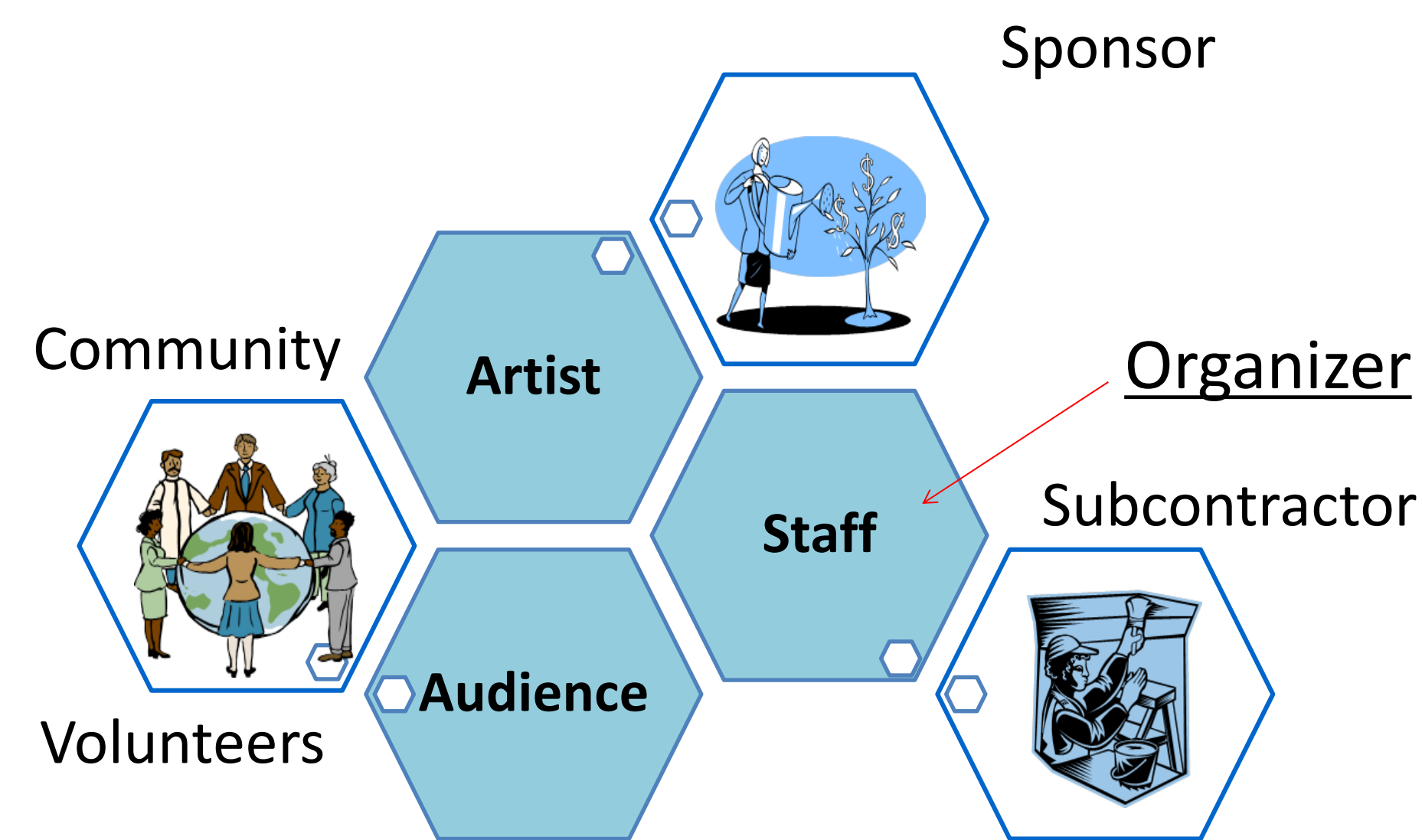
Records Management Greases the Wheels of Organizing Art Project

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



Tasks and Facts

Responsibility 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:

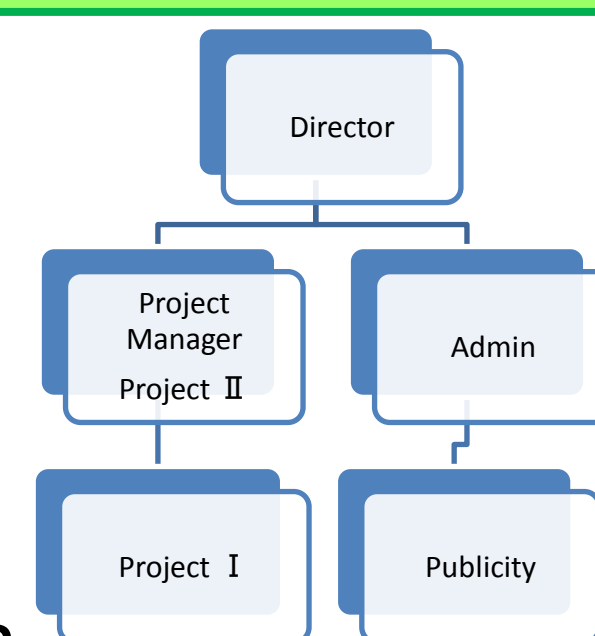
- **Accountability to stakeholders**
- **Human resource development for organizer**

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 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, Katsuhiko 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.



It was started at a closing elementary school. Hibino team planted morning glories with 20 residents of the village in Niigata prefecture.

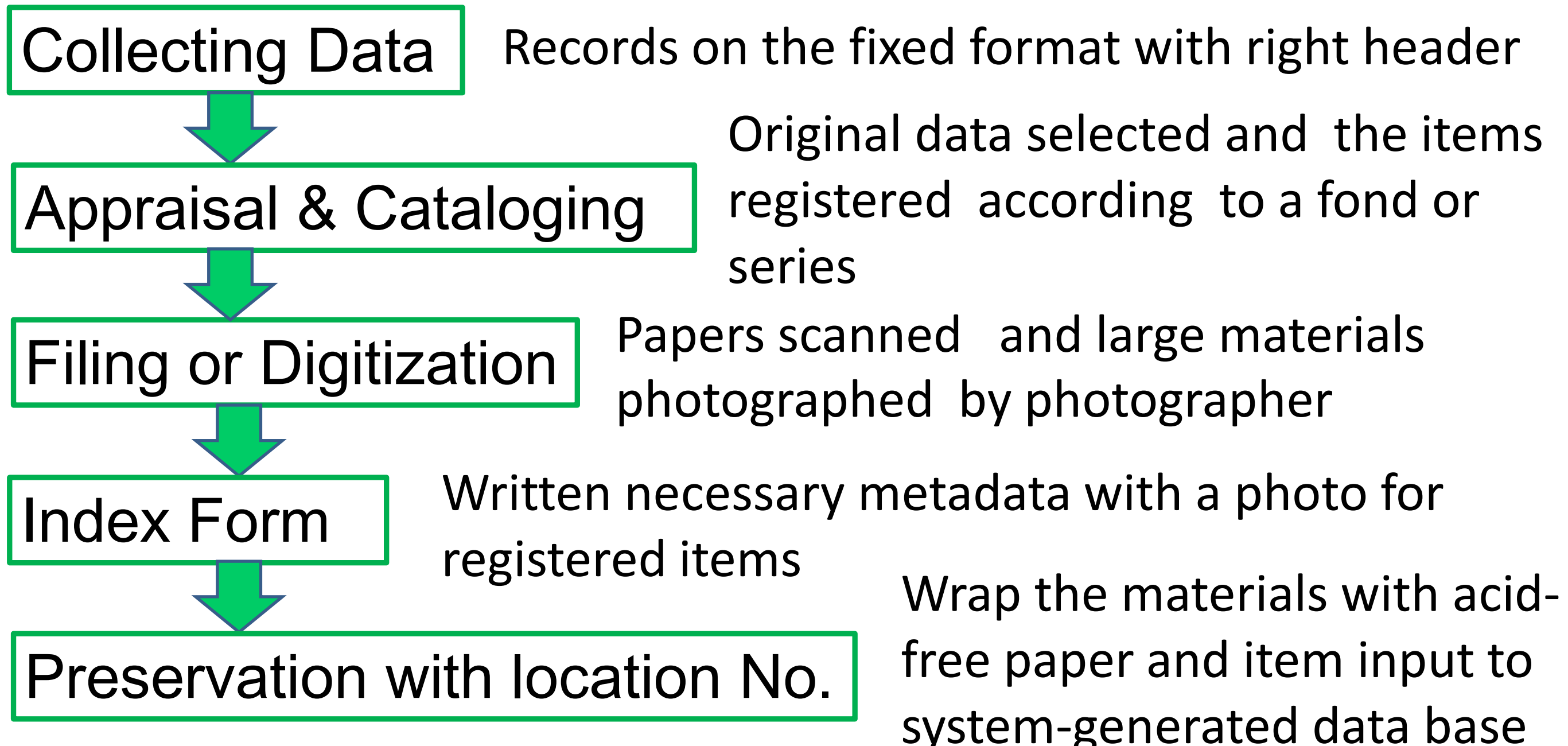
Memories were stored in the seed and carried to other provinces where second-generated seeds were carried again. Seed seemed to be like a ship.



The seed ship traveled around 32 ports for 82 days from Maizuru to Niigata. Art performances were demonstrated at each port.

These daily records were registered by NPO *trindo* at Maizuru accompanying to the ship and sent to P+Archive Project Team of NPO *Art & Society* in Tokyo.

Archiving Trace (2013-1)



Archiving Trace (2013-2)

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

ISO15489に基づき基準(A:真正性, R:信頼性, I:完全性, U:利用性)										
A	R&U	I	I	U	I	R				
PJ名	CD	手続(分類)	ツール名	発生記録名(七ナ型)	記録内容(七ナ型)	分類基準	ファイル名またはファイルシリーズ名	作成部署		
R	A	I	I	I	U	U	U	U	A	
作成年月	原本主	媒体	原本保存年限	法定	非原本	保存年限満了時の措置	機密区分	個人情報	バイトル	保存場所
	管部署	種別	オフィス	倉庫	合計	年限	保存年限			作成者

Goals

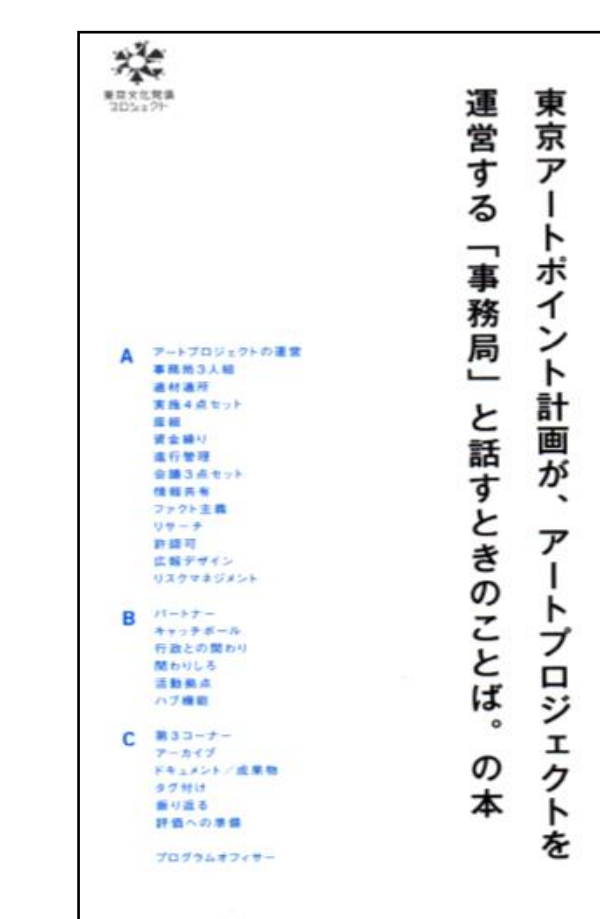
"Art Archive Kit" was published under the auspices of both *Art & Society* and *Tokyo Art Research Lab (TARL)*. The future purpose is to **nourish prospective organizer toward the art performance during Tokyo Olympics, 2020**. This is a kind of guidebook for records management of art project.



<http://www.art-society.com/parchive/kit>

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.



Book of terminology



Leaflet of Interactive School

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