Presentation Outline

1. Introduction
2. Development of the Training system for the Archival Profession in Japan
3. Creation of the “Standards of Tasks and Competencies for Archivists”
4. Content of the “Standard of Tasks and Competencies for Archivists”
5. Conclusion
1 Introduction
1 Introduction

About us...

1971 Establishment
2001 Became an Incorporated Administrative Agency (under the jurisdiction of the Cabinet Office)

2 core functions of NAJ...

1) As a “Public Archives”
   To verify the governance of the state and its autonomy, by providing records of decision making and their processes taken in the past

2) As a “Repository of Historical Materials”
   To establish recognition of the Japanese national identity, by providing historical materials succeeded from our predecessors
1 Introduction

Main Office (at the Kitanomaru Koen, Chiyoda-ku)
- Constructed: 1971
- Building Area: 11,500 m²

Tsukuba Annex (in the Tsukuba Science City)
- Constructed: 1998
- Building Area: 11,000 m²
1 Introduction

NAJ Collection: 1.5 million volumes (≒67 km)

1) Public records: 1.02 million volumes
   Original scripts of promulgation related to laws, imperial edicts, government orders, and treaties and their related materials from the establishment of the modern state (1868) to the present time.

2) “Naikaku Bunko (Cabinet Library)”: 480,000 volumes
   Classical books and manuscripts

The Constitution of Japan

Tokyo City Map from 300 years ago (Size: 201cmx261cm)
1 Introduction

Japanese Company records gifted by National Archives of Australia
1 Introduction

Promulgation Document (signed and sealed by the Emperor Showa) of Trade Agreement between Japan and the Commonwealth of Australia (1957)
Scroll titled “Hokui Bunkai Yowa” vol.4 (1810)
Completed by Murakami Sadasuke (1780-1846) based on Mamiya Rinzo (1775-1844)'s dictation of his exploration in Sakhalin (Russian Far East)
2 Development of the Training System for the Archival Profession in Japan
Total Number of Public Archives in Japan:
96 (as of September 2019)

- National Archives: 16
  (including Diplomatic Archives, National Universities)

- Prefectural Archives: 38
  (out of 47 prefectures)

- Designated City* Archives: 9
  (out of 20 cities)
  *City having over 0.5 M population with designation by Govt ordinance

- City and Town Archives:
  33 (out of 1,741 local authorities)

*緑色部分は都道府県公文書館等を有するところ
## 2 Development of the Training System

<table>
<thead>
<tr>
<th>Year</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>1987.12</td>
<td>Public Archives Act (enactment)</td>
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<tr>
<td>1988.6</td>
<td>Public Archives Act (enforcement)</td>
</tr>
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<td>1988.12</td>
<td>Archives Training I (Training Programme for Archival Professions)</td>
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<tr>
<td>1989</td>
<td>Working Group on Archivists Training and Qualification Framework</td>
</tr>
<tr>
<td>1993</td>
<td>Archives Training II (Research Workshop for Practitioners in Public Archives)</td>
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<tr>
<td>1998</td>
<td>Archives Training III (Training Course for Archival Professions)</td>
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2 Development of the Training System

- **Archives Training I** (for entry-level staff): 5 days crse.
- **Archives Training II** (theme-specific program): 3 days crse.
- **Archives Training III** (specialist training program): 3 weeks crse.

Attendees of the NAJ training courses:

**Over 3,000** (as of March, 2019)
## Development of the Training System

<table>
<thead>
<tr>
<th>Year</th>
<th>Event</th>
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<tr>
<td>1953</td>
<td>Trainings provided by NIJL</td>
</tr>
<tr>
<td>1987.12</td>
<td>Public Archives Act (enactment)</td>
</tr>
<tr>
<td>1988.6</td>
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<td>1998</td>
<td>Archives Training III</td>
</tr>
<tr>
<td>2008</td>
<td>Graduate Crse. in Archival Science, Gakushuin University</td>
</tr>
<tr>
<td>2011</td>
<td>Dept of Library Science, Graduates School of Integrated Frontier Sciences, Kyushu University</td>
</tr>
</tbody>
</table>
2 Development of the Training System

2011 Public Records and Archives Management Act (enforcement)

Social expectation towards archivists have been growing...

Embarking on the establishment of “Standard of Tasks and Competencies for Archivists”

- To attempt to define the roles, tasks and competencies required of archivists in Japan
- To facilitate archivist training
- To expand the professional platform for archivists
3  Creation of the “Standard of Tasks and Competencies for Archivists”
3 Creation of the Standard

**Phase 1.** Creation of the Draft *(1st Draft)*

2016 Having first conversation with representatives of relevant parties

**Phase 2.** Convening a committee

Developing the draft standard based on job analysis
→ Concluded with the creation of Standard of Tasks and Competencies for Archivists *(2nd Draft)* in Dec. 2017

**Phase 3.** Wider discussion over the Standard

After 7 months of open discussion with related institutions...
2018 Jun: Discussion at the Annual Meeting of the Directors of Public Archives

Standard of Tasks and Competencies for Archivists *(1st Ed.)* was finalized!
4 Contents of the “Standard of Tasks and Competencies for Archivists”
Structure of the Standard

Purpose
Terminology
1 Missions of Archivists
2 Ethics and Fundamental Positions of Archivists
3 Tasks of Archivists
4 Necessary Knowledge and Skills
5 Remarks
4 Contents of the Standard

4.1 Missions of Archivists

Referred to “The Archivist's Mission”, by the Australian Society of Archivists...

The Archivist's Mission

Archivists ensure that records which have value as authentic evidence of administrative, corporate, cultural and intellectual activity are made, kept and used. The work of archivists is vital for ensuring organisational efficiency and accountability and for supporting understandings of Australian life through the management and retention of its personal, corporate and social memory.

This statement was approved at the ASA Council meeting held on 26-27 July 1996.
“Archivists are professionals supporting the appropriate management of public records and archives, which are publicly shared intellectual resources, and ensuring their perpetual preservation and availability. Archivists’ missions are to provide support for improving the quality and efficiency of organizational activities and ensuring accountability to the public, and to contribute widely to society via the preservation and provision of personal, organizational and social records.”
4.2 Ethics and Fundamental Positions of Archivists

Referred to "ICA Code of Ethics"...
4.2 Ethics and Fundamental Positions of Archivists

“Archivists should also ensure fairness and neutrality at all times, sincerely pursue their missions without bowing to pressure to hide or bend the truth by manipulating evidence, and maintain a high level of ethics concerning their tasks as well as a firm attitude toward ongoing self-improvement.”
4 Contents of the Standard

4.3 Tasks of Archivists

(1) Basic Requirements
(2) Tasks and Competencies
(3) Management Skills for Overall Tasks
4.3 Tasks of Archivists

(1) Basic Requirements

- Understanding of basic laws and regulations related to public records and archives
- Understanding of basic theory and methodology concerning archives
- Knowledge of related subjects
- Understanding of materials preservation
- Knowledge of digitization, electronic records and information systems
- Competence in research and studies
4.3 Tasks of Archivists

(2) Tasks and Competencies

(Introduction of Appendix Table1)
4.3 Tasks of Archivists

(3) Management skills for overall tasks

- Ability to develop standards, policies, plans and similar from a professional viewpoint based on an overview of tasks in general
- Ability to conduct planning, implementation, verification and improvement for the optimization of tasks
- Ability to discover and prevent potential issues and to develop measures against existing issues and implement them in collaboration with related parties (e.g. in the event of natural disasters or accidents)
4.4 Challenges for Japan

- ‘Remarks’ section of the Standard states….

“This Standard will be revised as necessary based on changes in social norms related to public records management and the progress of information technology.”

- Limited range of digital technological requirements, which stemmed from...

1) Slow progress of e-government promotion in the public sector’s RM environment
2) Shortage of IT specialist in the RM area
5 Conclusion
Next step to take...

2019. 3
Archivist Certification Preparatory Committee for the Framework for the Archivist Certification System

Members: Experts recommended by academic associations, Researchers, Educators, Record Management Specialists and Journalists

2020 Start the Certification System (to be expected)
Thank you

Architectural rendering of new NAJ

Current NAJ building (est. 1971)