# "Standard of Tasks and Compentencies for Archivists" Appendix Table 1: Task/Competency Table

Tasks / Competencies

| Function | Sub-function | | Activity | Knowledge | | | | | | | | | | | | | | | | | | | | | | | | | | | | Skill | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Management, preservation and use of public records and archives | | | | | | | Holdings and catalogs | | | | | Relevant laws and regulations including information disclosure laws | | | | | Archival institutions | | Preservation and conservation techniques and sciences | | | | International | ICT and digitization | | | | | | | | | | | |
| | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 |
| | | | | Understanding of records management systems by public records creating bodies | Understanding of the history, organizational structure, measures and policies of public records creating bodies | Understanding of policy making processes of public records creating bodies | Understanding of preservation and utilization of public records and archives at archival institutions | Knowledge of past appraisal decisions made by archival institutions | Understanding of regulations and practices relating to the intermediate repositories | Understanding of regulations and practices relating to the gifts and loans | Understanding of holdings | Understanding of catalogs and finding aids of the holdings | Knowledge of transferred public records and related status of utilization | Knowledge of archives acquired through gift and loan, and related status of utilization | Understanding of archival description in line with international standards | Knowledge of information disclosure laws and related regulations | Knowledge of personal information protection laws and related regulations | Knowledge of review board reports and judicial precedents pertaining to information disclosure laws and personal information protection laws | Knowledge of the Copyright Act | Knowledge of the Act on the Protection of Specially Designated Secrets | Understanding of current endeavors and trends of archival institutions and other memory institutions | Knowledge of the locations and content of historical materials held by other institutions and individuals | Basic understanding of preservation and conservation | Practical knowledge of conservation and preservation | Basic understanding of conservation science | Practical knowledge of conservation science | Knowledge of public records management systems in other countries | Knowledge of metadata and information retrieval techniques (e.g. standardized encoding, retrieval protocols, etc.) | Knowledge of electronic records preservation | Basic knowledge of reproduction of holdings in digital and other forms | Knowledge of reproduction techniques (e.g. trends in technological development, standardized data formats, data processing, etc.) | Competence in conducting research and studies on archival materials | Competence in conducting research and studies on information systems and digitization | Presentation skills | Basic competence in diplomatics | Specialized competence in diplomatics | Basic skills in preservation and conservation | Skills in curating exhibitions | Competence in reading and communicating in foreign languages |
| Appraisal and selection/ collection development | Professional guidance and advice | 1 | Provision of professional advice and inspection services for public records management | ◎ | ◎ | ○ | | | | | | | | | | ○ | ○ | ○ | | ○ | | | | | | | ○ | | | | | | | | | | | | | |
| | | 2 | Design and organization of training programs for public records management | ◎ | ◎ | | ◎ | | | | | | | | | ○ | ○ | ○ | ○ | ○ | | | | | | | ○ | | | | | | | ◎ | | | | | | |
| | Appraisal and selection | 3 | Development of records schedules for public records | ◎ | ◎ | ◎ | ◎ | ◎ | | | | | ○ | | | ○ | ○ | ○ | | ○ | | | | | | | ○ | | | | | | | | | | | | | |
| | | 4 | Appraisal and selection of public records at the time of disposition | ◎ | ◎ | ◎ | ◎ | ◎ | | | | | ○ | | | ○ | ○ | ○ | | ○ | | | | | | | ○ | | | | | | | | | | | | | |
| | | 5 | Transfer of public records based on agreement | ◎ | ◎ | ◎ | ◎ | ○ | | | | | ○ | | | ○ | ○ | ○ | | ○ | | | | | | | ○ | | | | | | | | | | | | | |
| | | 6 | Determination regarding the acquisition of materials through gifts and loans | | | | ◎ | | | ◎ | | | | ○ | | | ○ | | ◎ | | | ○ | | | | | | | | | | ◎ | | | ◎ | ○ | | | |
| | Acquisition | 7 | Operation of intermediate repositories | ◎ | | | | | ◎ | | | | | | | | | | | | | | | | ◎ | ○ | | | | | | | | | | | | | |
| | | 8 | Accession of public records | ◎ | | | | | | | | | | | | | | | | | | | | | ◎ | ○ | | | ○ | ○ | | | | | | | | | |
| | | 9 | Accession of gifts and loans | | | | | | | ◎ | | | | | | | ○ | | ○ | | | | | | ◎ | ○ | | | ○ | ○ | | ○ | | | | | | | |
| Collection management | Arrangement and preservation | 10 | Arrangement and conservation of public records and archives | | | | | | | | | | | | | | | | | | | | ◎ | ○ | ◎ | | | | ◎ | | | | | | | | ◎ | | |
| | | 11 | Environmental control of repositories and related facilities | | | | | | | | | | | | | | | | | | | | | | ◎ | ○ | | | | | | | | | | | | | |
| | | 12 | Reproduction services | | | | | | | | | | | | | | | | | | | | ◎ | | ◎ | | | | ○ | ◎ | ○ | | | | | | | | |
| | Cataloging and description | 13 | Cataloging services | ◎ | ◎ | | | | | | ◎ | ◎ | | | ◎ | | ○ | | ○ | | | ○ | | | | | | ○ | | | | ○ | | | ◎ | ○ | | | |
| Public access | Access review | 14 | Access review of public records and archives | ◎ | ◎ | | ◎ | | | | | | | | | ◎ | ◎ | ○ | ◎ | | | | ○ | | | | ○ | | | | | | | | ◎ | ○ | | | |
| | User assistance | 15 | Access services for viewers and other users | ○ | ○ | | ◎ | | | | ○ | ◎ | | | | | ◎ | | ○ | | | | | | | | | | | | | | | | | | | | ○ |
| | | 16 | Reference services | ◎ | ◎ | ◎ | ◎ | | | | ◎ | ◎ | ○ | ○ | | | | | | | | ○ | | | | | | | | | | ◎ | | | ◎ | ○ | | | ○ |
| Outreach and communica-tion services | Promotion of public access | 17 | Curation and organization of exhibitions | | ◎ | ◎ | | | | | ◎ | | | | | | | | ○ | | | ○ | ○ | | ○ | | | | | | | ◎ | | ◎ | ◎ | ○ | | ◎ | |
| | | 18 | Establishment and operation of digital archives | ◎ | | | ◎ | | | | ◎ | ◎ | ○ | ○ | ◎ | | | | | | | | | | | | | ◎ | ○ | | ○ | | ○ | | | | | | ○ |
| | | 19 | Dissemination of information on holdings (eg Publication of journals, organization of seminars, etc.) | | ◎ | | | | | | ◎ | | | | | | | | | | ◎ | | | | | | | | | | | ◎ | | ◎ | ◎ | ○ | | | |
| | Networking and coordination | 20 | Location of historical materials held by other institutions and individuals | ○ | ○ | ○ | | | | | ◎ | | ○ | ○ | | | | | | | | ◎ | | | | | | | | | | ◎ | | | ◎ | ○ | | | |
| | | 21 | Cooperation with memory institutions and local communities | | | | | | | | | | | | | | | | | | ◎ | ○ | | | | | | | | | | | | ◎ | | | | | ○ |
| | | 22 | Design and organization of training programs for archivists and other staff of archival institutions | ○ | ○ | | ◎ | | | | | | | | | | | | | | ◎ | | | | | | | | | | | | | ◎ | | | | | |

Notes on the table: Accomplishment of these tasks is preconditioned by an archivist's individual efforts in research and studies. "◎" indicates basic knowledge and skills required for carrying out the relevant task, and those marked with "○" are required for professional performance at the advanced level.