Connecting the Archives:
Collaboration between the National Archives of Japan and the Local Archives

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22 September 2022, ICA Rome Conference
Professional Program
About us: National Archives of Japan (NAJ)

Main Building
(Kitanomaru, Chiyoda-ku, Tokyo)
Year of Establishment: 1971
Site Area: around 4,000 m²
Building Area: 11,550 m²

Tsukuba Annex
(Tsukuba city, Ibaraki Pref.)
Year of Establishment: 1998
Site Area: around 25,000 m²
Building Area: 11,250 m²

NAJ is an Incorporated Administrative Agency established to preserve and make available for public use specified historical public records and archives.
Why We Focus on Collaboration?

Proper Management of Public Records

For a Better Archives System Nationwide
Outline

Introduction

1. Mechanism of Local Governance and Public Records Management in Japan
   (1) Mechanism of Local Governance
   (2) Roles of the national and local governments regarding local governments’ public records management
   (3) Three Pillars of Collaboration to Bridge the Gaps

2. Three Pillars of Collaboration with Local Archives
   (1) Networking
   (2) Human Resource Development
   (3) Development of Standard and Technical Guidance and Advice

Conclusion
1. Mechanism of Local Governance and Public Records Management in Japan
(1) Mechanism of Local Governance

Two-Tier System

1）47 Wide-Area Entities
Tokyo Metropolis and Prefectures

2）About 1,700 Basic Entities
Cities, Wards, Towns, and Villages

i.e. Tokyo Metropolis has 62 Cities, Wards, Towns, and Villages.
(2) Roles of the National and Local Governance

Gap Caused by the Structure of Local Governance

- Local governments shall endeavor to implement necessary measures with regard to the proper public records management. Also, they are responsible for taking appropriate measures for the preservation and use of public records and archives with historical value.

- The national government is only expected to provide necessary information and other support to local governments as for their public records management.

Establishment of public archives depends on each local governments, so not all of them have public archives.

- Prefectures with Public Archives: 42／47
- Basic Entities with Public Archives: 103／around 1,700

NAJ supports both local archives and local governments without archives in fulfilling their responsibilities for public records management.
Three Pillars of Collaboration to Bridge the Gap

1) Networking
   - To share common issues and information
   - To enhance accessibility by linking search system

2) Human Resource Development
   - To nation-wide placement of professional archivists
   - For proper public records management

3) Development of Standard and Technical Guidance and Advice
   - To realize minimum level of standards and to raise the bottom line
   - To enhance accessibility by adopting common specifications
2. Three Pillars of Collaboration with Local Archives
(1) Networking 1

Annual Meeting of the Directors of Public Archives

- Extending the Network
  - 1989: 22 archives
  - → 2022: 103 archives

- Recent Topics at the Meetings
  - Human Resource Development
  - Preparation in Advance and Safeguard Measures from Water Damage
  - School Collaboration

NAJ provides an important forum for sharing experiences and information to enhance proper public records management.
NAJ Extends Cross-Search System via its Digital Archives

Cross-search system covers 25 institutions (as of Aug. 2022).

Cross-search system enhances accessibility to the archives by expanding the range of materials searched by a single system.
NAJ Provides “Japan Archives Discovery (JAD),” integrated information search system on archival institutions since 2020.

- **What is JAD?**
  - JAD covers not only archival institutions, but also local governments’ archival sections and research institutions’ libraries and so on.

- **JAD provides**
  - basic information about the institutions that hold the archival materials.
  - outline of their holdings.

- **JAD adopts ISDIAH.**

JAD covers 178 archival institutions (as of Aug. 2022).

JAD provides information on the whereabouts of official documents across the country, improving convenience for the public.
In 2018 NAJ compiled the Standard of Tasks and Competencies for Archivists. Four tasks of an archivist here are: 1) appraisal, selection and collection development, 2) collection management, 3) provision of public access, 4) outreach and communication services.

NAJ launched the Archivist Certification Program in 2020, which certifies persons with expertise as specified in the Standard of Tasks and Competencies for Archivists.

NAJ contributes to a better archives system nationwide by fostering professional archivists with a certain level of experience and knowledge.
NAJ Provides a Three-tiered Training Program

for national and local archives staff and local records management personnel.

- for new staff (Archives Training I)
- for staff with around three years of experience (Archives Training III)
- workshops and practical training on specific themes (Archives Training II)

**Number of Participants in Archives Training, 2017-2021**

Training program contributes to the nationwide realization of a better archives system by disseminating knowledge of the laws and guidelines on public records management and by sharing the value of public records management.
(3) Development of Standard, Technical Guidance, Advice

NAJ Supports Local Entities by Sharing Unified Standards and Specifications.

- by providing Standard of Tasks and Competencies for Archivists.
- by dispatching committee members to provide technical guidance and advice to local governments.
- by dispatching lecturers to training and seminars hosted by local governments.
- by providing “Standard Specifications for Digital Archive Systems.”

NAJ promotes usability and accessibility of archives system nationwide by supporting local governments and archives in carrying out their responsibility more appropriately.

Lectures by NAJ Archivists, 2017-2021

- 55 in 2017
- 90 in 2018
- 53 in 2019
- 38 in 2020
- 52 in 2021
Conclusion

Three Pillars of Collaboration

Networking

Human Resource Development

Development of Standard, Technical Guidance and Advice

For a Better Archives System Nationwide
感謝です。

Archives: Evidence from the Past, Beacon for the Future