

ABSTRACT

Local History Archives and Compilation of Oaza Chronicle: Minoru Suzuki, Head of Kawazoe District, Namie Town, Fukushima Prefecture, and *Kawazoe Monogatari* (*The Tale of Kawazoe*)

NISHIMURA Shintaro

This article attempts to clarify the characteristics of the archives accumulated by Minoru Suzuki, the head of the Kawazoe district, Namie Town, Fukushima Prefecture, who compiled an Oaza chronicle (a book that reveals the history of an administrative area within a municipality), and to study the impetus of and the awareness towards the publication of the *Kawazoe Monogatari*, which he compiled and wrote.

Materials held by the Suzuki family include those accumulated as a result of the position of the head of Suzuki family and materials related to the compilation and writing of the *Kawazoe Monogatari*.

In 1979, a decision was taken at a general meeting of the Kawazoe district to publish the *Kawazoe Monogatari*. This was due to a sense of crisis over the disappearance of traditional local culture and conventional records. They were not only to describe the history of the Kawazoe district, but also took on the practical challenge of reaffirming the bonds of people in order to contribute to the prosperity and development of the Kawazoe district. The *Kawazoe Monogatari* was not simply a history-lover's nostalgic narrative, but was born out of a sense of crisis and challenges for the district.

**Phased Recordkeeping of the Administration of Comunidad de Madrid,
Spain: Analysis from the aspect of legal reform and appraisal**

NORITAKE Rihito

The recordkeeping method dividing chronologically into 4 phases along the records lifecycle, which had been established in Spanish general administration, became standard and normal in some regions called "Comunidades" in Spain by manuals on recordkeeping. In Comunidad de Madrid, for example, while the method with 4 phases is regulated by a law on recordkeeping, it's also regulated there that one institution would work both as the third and fourth phases, which means a method with 3 phases would be possible. That disagreement of the number of the phases was indicated as a contradiction during the legal reform and the role of the institution which had worked as 2 phases became ambiguous as a result of the solution of the contradiction.

It's necessary, therefore, to understand how the third and fourth phases have been distinguished from each other in the administration of Comunidad de Madrid. In order to do so, it's effective to investigate the "studies" published by a professional committee of Comunidad, on which proposals on records appraisal and disposal are based. The studies show whether the third and four phases are set up for each series and how they are distinguished from each other with the format on the preservation and disposal periods assuming the method with 4 phases. As a result of the analysis of the studies, it is found that there are some tendencies of conditions of setting up phases from the first to third, and there is ambiguity of the distinction between the third and fourth, which means it may be little effective to distinguish one from the other.

Sword Management and Record Keeping of Former Feudal Lords' Families in Modern Times: Taking Viscount Tsuchiya Family as the Example

NISHIGUCHI Masataka

Through the relationship between archives and utensils, this paper examines the case of sword management and the accompanying documentary practice (record making) in the Viscount Tsuchiya family, which served as the lord of the Tsuchiura domain. While archival resource studies have made progress in analyzing the creation, storage, and sorting of documents, it is necessary to also target the creation, storage, and utilization of documents associated with the management of utensils. First, after confirming the duties of the household positions in the Tsuchiya family, we analyzed the regulations for their document production. This reveals that the creation and utilization of documents in the Tsuchiya family was mainly handled by the family orderlies and family support staffs. In addition, the family support staffs were responsible for the management of the Tsuchiya family heirlooms and tools, as well as the creation and utilization of the associated records. Next, the management of treasures and record keeping in the Tsuchiya family were examined using swords as a case study. The swords listed in the sword ledger were stored in sword chests, and a wooden tag with the ledger number was attached to the bag of each sword. Based on the numbers on these wooden tags, the swords were checked against the sword ledger to see if they had been moved or lost. The sword ledger appended a postscript regarding appraisal and evaluation. Therefore, in addition to its original use as a management ledger, the sword ledger may have changed its use to include appreciation, such as appraisal and evaluation.

Management and Preservation of Electronic Records: Case Analysis of Companies

ETO Atsumi

Society is entering a period of transition to digital. With the tailwind of work style reforms, digital transformation (hereafter referred to as “DX”) has steadily permeated people’s lives in the name of efficiency. On the other hand, COVID-19 has been spreading seriously since the beginning of 2020. The ideal DX has turned into an urgent issue as part of measures to prevent virus infection. In addition, in the midst of a lifestyle that has changed significantly in the process, companies are Before –19, they are still searching for ways to secure higher productivity.

Based on the social background mentioned above, this paper conducts a case study of record management practices in private companies. This time, with the background of recent trends, we specialized in the digital field and conducted analysis and consideration.

After sorting out the good practices of NX WANBISHI ARCHIVES Co., Ltd., to which the author belongs, has focused on the "internal control function", "long-term storage support" and "BCM measures" . Based on the analysis results, I will delve into what the decline of analogue and digital transition mean for organizational productivity, and describe the road to aggressive digitalization and the prospects for record management.

**Perspectives on the Description and Organization of Historical Materials in a Collection:
A Case Study of Materials Related to Kosugi Sugimura in
the National Institute of Japanese Literature**

KAWASHIMA Takayuki

When organizing collection materials, it is necessary to take into consideration the dual structure of provenance and arrangement, and careful documentation should be made at the time of acceptance. In reality, however, transfers and donations often take place after the death of the collector, making it difficult to obtain sufficient information.

The materials related to Kosugi Sugimura at the National Institute of Japanese Literature are one such example.

In light of this situation, this paper attempts to extract information from the remaining resources in order to realize some kind of organization (description and composition) based on the principles of handling historical materials in the collection. Therefore, the emphasis was placed on the external characteristics of each historical document and the content descriptions such as marginal notes and postscripts.

As a result of our investigation, we were able to confirm the following two points: First, systematic research focusing on external characteristics is effective in recovering secondary sources, and provides clues for cataloging. The second point is that the pursuit of the relationship between Archives, focusing mainly on the content description, adds new value to the collection.

In addition, the historical value of the "Choko Zassho Beppon" is also touched upon.

Records of the United States Food Administration in the World War I in the Collection of National Archives: A Case Study of Analysis of the Archives of “Food Conservation Campaign” on the Home Front for Historical Research

SAKIYAMA Miki

This article traces the history of records of the United States Food Administration during the World War I, which was registered as RG4 and had been kept in the collection of National Archives. Especially, it focuses on the records concerning “food conservation campaign”, which was required of the women on the home front.

Nowadays, numerous records for historical research can be accessed through the Internet by the benefit of advanced digitalization in the United States, however, it is difficult for those who does not have the basic knowledge of archival science to connect each record with the context. Therefore, this article not only shows the history of the way of record management of National Archives, but also the process of acquisition and the development of a scheme of classification. Furthermore, it traces the process of adopting preliminary inventory as the finding aid.

This article shows arrangement and description of *Preliminary Inventory of the Records of the United States Food Administration: Part1 Headquarters Organization, 1917-1920* to clarify the organization of the food administration and specifies the records concerning food conservation campaign by the women. Furthermore, it analyses the hierarchy of the records to appreciate the historical value of the campaign.

**An Attempt at an Interpretation of the Arrangement and Description of Materials in
Special Collections:
The Application of ISAD(G) to the Archives of a University Library Collection**

ISHII Haruka

This paper categorizes the “materials in special collections” held by the Center for Historical Social Science Literature at Hitotsubashi University into groups based on ISAD(G) archival description theory. The special collections comprise small groups of materials related to the establishment of the Menger Collection and the Gierke Collection, which are part of the Hitotsubashi Collection held by Hitotsubashi University. The policies used to categorize the materials in the past are unknown. The groups of materials that have remained to this day display signs of a partial breakdown of the original archival ordering system and the mixing of different materials. We report on our investigation of the flexible application of ISAD(G), which is suited to the peculiarities of these materials, and our examination of archival description theory with an emphasis on its practicality. The results indicated that the human provision of a hierarchical structure increases the communicative usefulness of the materials and that providing contextual information promotes a deeper understanding of the materials. Finally, we investigated the causes that led to the state of the materials by describing the background circumstances related to archival management at the university library, and we reconsidered the effectiveness of ISAD(G) archival description.

**Conservation and Management of Architectural Materials:
A Case Study of MURATA Yutaka's Architectural Design Materials**

TOBITA Chizuru

This essay organizes the preservation and management of the entire archive, focusing mainly on the architectural design materials of MURATA Yutaka, for which the author was in charge at the National Archives of Modern Architecture (NAMA), and discusses the preservation and management of architectural materials, including the management of the archive.

Architectural materials come in a wide variety of forms, and the amount contained in a single group of materials varies as well. The majority of the materials are used or created by specific architects in their offices, or from large-scale projects.

When NAMA opened, the main focus was on publicity, and exhibitions were held to fulfill that purpose; therefore, it seems that cataloging was not undertaken to systematically organize the materials, preserve and manage them, and create a database for their use.

The MURATA materials were cataloged at the item level, and the half of them were available to the public. High-resolution images have also been created with the exception of a few. Regarding preservation management, from the viewpoint of storage location, the items were organized mainly based on size and material with improvement.

It should be reexamination, including preservation management of the entire archive, considering that staff is in charge of several groups of materials with the number of items in each group ranges from several thousand to more than 10,000. For example, assign personnel to manage the progress of the work, and establish a system that is capable of responding to unforeseen circumstances.