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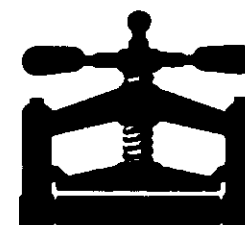
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Business Archives Principles and Practice Contents

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**BUSINESS
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THE SHIBUSAWA SHASHI PROJECT AND SHARING INFORMATION ON BUSINESS ARCHIVES IN JAPAN¹

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Introduction

With the dawn of the new millennium, the circumstances surrounding information have undergone massive changes. Japan is no exception to these changes that undoubtedly have an impact on every aspect of business. This article aims to introduce a project - the Shibusawa Shashi Project (hereafter abbreviated as SSP) - that has recently commenced at the Resource Centre for the History of Entrepreneurship in the Shibusawa Memorial Museum in the context of sharing information on business archives in Japan.

The details of the SSP will be discussed in section three of this article; however, for the sake of convenience, we present a brief explanation of the project in advance. The SSP has two components: one concerns the indexing of the already published *shashi* and the other deals with the compilation of the directory of business archives in Japan. *Shashi* is a general term for company history in Japanese, but it usually refers to published volumes of company history. Terms such as *kaishashi* or *nenshi* can be used interchangeably with *shashi*. While the terms *shashi* and *kaishashi* are exclusively used for company history, the term *nenshi* implies a broader concept than *shashi* or *kaishashi* since it not only implies the published history of business enterprises but also that of other organizations such as schools, municipalities, religious bodies, etc. According to Katsuko Murahashi - a *shashi* expert - as of 2002, over 13,000 titles on *shashi* have been published since the end of the 19th century and today, over 100 are published every year.³ Murahashi defines *shashi* as the publication in which a company provides an account of its own history based on its own archives and assumes responsibility for it.⁴ At this point, we would like to emphasize that in some respects, business archives in Japan have developed concurrently with the compilation of *shashi*. It can be said that the compilation of *shashi* has played a crucial role in enhancing the activities of and in developing business archives in Japan. From this perspective, *shashi* can be considered as a gateway to business

archives in Japan.

Hideyuki Aoyama has already discussed business archives and records management in Japan in terms of the archival profession.⁵ This paper begins with an overview of the developments in the archival community and business archives in Japan since Aoyama's article in 1994. Then, we proceed to review the networks that support sharing information on business archives in Japan with a special reference to *shashi*. In the final part of this paper, we discuss the SSP in greater detail and place it in the context of recent developments in the sharing of information on archives in Japan.

Recent development in the archival community and business archives in Japan

Legal framework

The government established the National Archives of Japan in July 1971 as a repository organization for government documents and other important books and materials inherited from previous governments since the 17th century, thereby encouraging public access to them. Further, it encouraged holding exhibitions and conducting research on these historical materials. However, for over 15 years, there was no general law to regulate the archives. The enactment of the Public Archives Law in 1987 and the National Archives Law in 1999 were widely received as instrumental to the promotion of the concept and system of archival preservation in Japanese society. An act that amended a part of the National Archives Law came into effect in 2001, thereby making the National Archives an independent administrative institution and providing a legal basis to the archives.⁶

Archives are influenced by the legal right of information access to government and other documents relevant to public bodies. There has been another change in the legal position pertaining to administrative accountability based on documents and records - the enactment of two laws: The Law Concerning Access to Information Held by Administrative Organs (Law No. 42 of 1999) and the Law Concerning Access to Information Held by Incorporated Administrative Agencies, Etc. (Law No. 140 of 2001). They brought about changes in government departments with regard to their records. Before these laws were enacted, an average of 17,000 volumes of records were transferred annually from government departments to the National Archives; since then, 674 volumes were transferred in the fiscal year 2001, approximately 7,000 in 2002, and 6,000 in 2003.⁷ Some contend that these laws have a negative effect on the

transfer of the departmental records to the National Archives. However, an appropriate evaluation of the consequences of the laws may require long-term observation.

Archival science

The Japan Society for Archival Science (JSAS) was established in April 2004. This society aims to enhance the study of archival science, whose main activities involve research on the management, history, structure, and dissemination of archives and that on the education and training related to archives.⁸ This newly established organization is more research oriented than other national archival organizations such as the Japan Society of Archives Institutions (JSAI) established in 1976, or the Records Management Society of Japan (RMSJ) established in 1989. JSAS is the first academic society for the study of archives in Japan.

International exchange

Another development with regard to the archival community can be observed in the frequent and wide-ranging international exchange with the archival communities of the neighbouring countries. The Business Archives Association (BAA)'s regular exchange programme with the Chinese Archives Society is the most distinguished example. We will revisit this topic later in this article.

Further, the ties between the archival community of Japan and that of the Republic of Korea have been strengthening in recent years. The Department of Archival Studies at the National Institute of Japanese Literature (DAS-NIJL) is a centre for archival studies in Japan; it has been engaging in regular scholarly exchanges with Korean academics since 2002.⁹ Some Korean archivists from the National Archives and Records Service (NARS) are conducting their research at the Department. The enactment of the Public Records Management Act in Korea in 1999 and the subsequent development both in practice and in the study of archives in this country have attracted and stimulated a large number of archival professionals in Japan.¹⁰

Inter-organisational activities

Two national institutions have launched inter-organizational enterprises. One is the Japan Centre for Asian Historical Records (JACAR), which was established by the Cabinet in November 2001 as an institution attached to the National Archives of Japan. The JACAR has provided one-stop access

through the Internet to the pre-1945 governmental records that are separately held in the National Archives of Japan, the Diplomatic Record Office of the Ministry of Foreign Affairs, and the Library of the National Institute for Defence Studies of the National Defence Agency. The JACAR's mission is to provide people all over the world with access to materials on the modern history of relations between Japan and various other countries, primarily the neighbouring Asian countries. The project is expected to lead to a fruitful dialogue on the 'historical perspectives' of Japan vis-à-vis those of its neighbouring countries. As of January 2005, users can access 7,400,000 pieces of image data and a catalogue database of 530,000 items.¹¹

The other institution taking initiatives in this field is the DAS-NIJL. The Department has built a database referred to as the Shiryokan National Database of Archival and Documentary Resources (SINDBAD), which contains a catalogue database of 85,000 items possessed by the depository institutions of historical manuscripts in Japan. Users can search record groups using the indexes of provenance, place, periods, catalogue name, and catalogue number.¹²

Another project that is currently in progress at the DAS-NIJL is concerned with building a database of an archival information network. The database is called the Historical Material Information Database. This aims to share the information possessed by individual record collecting institutions. This project is being jointly developed by the DAS-NIJL and other participating institutions. The database contains a description of archival listings held by the member institutions. The description of archival materials is regulated in accordance with ISAD(G).¹³ These two projects undertaken by the DAS-NIJL are parallel to the National Register of Archives of the United Kingdom in the sense that they intend to share national archival information; however, they do not include a substantial amount of archival information on modern business enterprises.

Individual business archives

We still cannot say that the term 'archives' has become as common in Japanese vocabulary as terms such as 'library' and 'museum'. However, in recent years, the general public appears to be gradually accepting the idea. Earlier, companies generally did not use words such as 'archives' and 'records office' for the section in charge of compilation of *shashi* or preservation of historical documents. Today however, some corporate sections designate themselves as *akaibu(zu)* (which equates to the English

archive(s)) in Japanese or even ascribe English names to their archives. Examples of using the term 'archives' are Corporate History Archives Office in Canon Inc., Corporate Archives Office in Kao Corporation, Archives in Bank of Japan (BOJ), Toyota Archives in Toyota Motor Corporation, and Yokogawa Archives in Yokogawa Electric Corporation. Some other companies have sections with names such as Records Office (Asahi Breweries, Ltd) and Office of Corporate History (Morinaga & Co., Ltd and Matsushita Electric Industrial Co., Ltd).

The following are three recent examples of trends in naming the archival sections of Japanese companies. First, in the case of Canon Inc., the Editorial Office of Corporate History was established in 1984 for the publication of Canon's 50-year-old history. After the publication of its *shashi* in 1987, the office was engaged in the compilation of a Chronology recording corporate activities and new products, and this has subsequently been published several times, thereby encouraging the preservation of historical records for utilization in areas such as public relations and other purposes. In 2003, this section was renamed the Corporate History Archives Office - its present name - with an expansion of its responsibilities. At present, its tasks include the arrangement, description, digitization and preservation of historical records, as well as reference services and outreach.¹⁴

Second, the archives of Bank of Japan (BOJ), the central bank of Japan, were established in 1999. Originally, the Institute for Monetary and Economic Studies, which was founded in October 1982 as an internal organization of the BOJ, was furnished with an archival repository that provides public access to historical documents.¹⁵ At the time of the reorganization of the BOJ in 1999, arrangements pertaining to records management were reviewed, and the facility that regularly receives documents and records produced within the parent organization was named as Archives of the BOJ.¹⁶ The Law Concerning Access to Information Held by Incorporated Administrative Agencies, Etc. enacted in 2001 has been directly applied to the Archives, thereby providing a legal basis to the Archives activities of preservation and disclosure of the administrative documents of the BOJ.¹⁷

Third, Kyoko Makishima, a corporate archivist, explained the birth of the Archives of Yokogawa Electric Corporation in April 2003 as follows. Since 1989, the corporation envisioned the establishment of a corporate museum and the publication of its recent company history in order to commemorate the completion of 80 years in 1995.¹⁸ As the management and staff in

charge of this project proceeded to work on this vision, they began to pay greater attention to the introduction of archives. Thus, the original plan to establish a museum and to publish its *shashi* developed into the launch of the Yokogawa Archives in 2003.¹⁹

As observed above, the dissemination of the idea of archives has been witnessed in Japan during the past years. Technological development has made it possible to overcome the challenges with regard to sharing information or networking among archival institutions.

Shashi and business archives

Shashi and special libraries

As many people have pointed out, the compilation of *shashi* was the forerunner in spreading awareness related to business archives in Japan. In this regard, librarians, who have been receiving and cataloguing the published volumes of *shashi*, are professionals who have had an important role in managing *shashi*. The department or section that is in charge of the compilation of *shashi* is often created on an ad hoc basis, and historical records and documents are usually kept in the custody of bodies such as libraries, information centres, public relations, and general affairs. Therefore, corporate librarians have had opportunities to participate in the compilation of *shashi*. This is the reason why library networks have been actively training librarians for records management and preservation of historical documents.

The Japan Special Libraries Association (JSLA) is a network that connects special libraries within companies and organizations.²⁰ Special libraries are libraries that include a collection of specialized publications relating to the business sector of their parent organizations. In 1956, the JSLA-Kansai, one of the regional chapters of the JSLA, began holding seminars on *shashi* on a regular basis for the benefit of companies and their staff who planned to compile their own *shashi*.²¹ Other chapters of the JSLA such as the JSLA-Chubu and the JSLA-Kanto followed suit by organizing similar seminars.

The JSLA-Kanto has several subcommittees, and the *shashi* group was formed within the economic subcommittee in June 1976. This group has been very active in compiling the *shashi* bibliography. Their most distinguished work is perhaps the editing and publishing of the *Shashi keizai dantaishi sogo mokuroku* (A union catalogue of company histories and economic organizations) in June 1977.²² The JSLA-Kanto *shashi* group has been involved in this project from the outset; the group edits and opens

the bibliographies of *shashi* to the public, and these bibliographies have been published on a half-yearly basis since November 1977.²³ The original book was supplemented as well as revised twice in 1986 and 1996 with the purpose of updating the data.²⁴

The JSLA-Kanto *shashi* group conducted a questionnaire survey on business archives for the first time in 1980.²⁵ Of the 320 JSLA member organizations, 120 responded to the survey. The survey revealed that 97 respondents had compiled or planned to compile *shashi*, and that librarians in such organizations made efforts towards the conservation of corporate archives. Further, the survey revealed that few of these organizations had specialized sections or staff for such conservation.

The promotion of *shashi* through exhibitions was another factor that encouraged business archives from the 1960s onwards. The Library of Keidanren (the Japan Federation of Economic Organizations, now known as Nippon Keidanren, the Japan Business Federation) held *shashi* exhibitions in 1967, 1973, 1978, 1980, 1982, 1984 and 1986. A considerably large number of volumes of *shashi* and other related publications, such as histories of business associations and biographies of entrepreneurs, were placed on public display. Apart from other categories of publication, the volumes of *shashi* alone that were exhibited were 437, 966, 470, 479, 494, 570 and 561 respectively. Exhibition catalogues were also published on each occasion.²⁶ As seen in the above examples, the special libraries and librarians associated with the above-mentioned *shashi* group have played important roles both as users and producers of *shashi*.

Scholars as shashi authors

Corporate librarians are not the only staff members involved in the formation of *shashi*. While the company itself publishes *shashi*, the writers are not always corporate staff. Scholars of history have had the opportunities to join the teams engaged in *shashi* compilation.²⁷ *Kao sekken yonjunenshi* (The 40-year-old history of Kao Soap), the first *shashi* of Kao Sekken (now Kao Corporation) published in 1940 and considered to be one of the classics of *shashi* publications, was written by Ryosei Kobayashi and Shiso Hattori - scholars who are well known for their leading roles in the debate on Japanese capitalism in pre-war Japan.²⁸ These are just examples; a sizeable number of scholars of history, particularly business history, have joined teams engaged in editing *shashi*.

In this regard, the Japan Business History Institute (JBHI), established in 1965, is a unique foundation since it is expected to facilitate the

compilation of *shashi*. Its scholarly activities are performed in the following manner: the collection of business-related books and records, enhancement of scholarship in business history, production of *shashi* on a contract basis, the promotion of *shashi* and its publication.²⁹ The JBHI has co-sponsored exhibitions subsequent to the *shashi* exhibitions in 1978; the JBHI has also started honouring several accomplished *shashi* publications with testimonials of commendation on a two-year basis in order to improve the qualities of *shashi*.³⁰ Scholars who do not have any connection with the JBHI are also given opportunities to contribute to the writing of *shashi*.

A business archivist in Japan

At this point, it must be clarified who business archivists in Japan are and what their functions include. It is evident that business archives - in the sense of the 'materials created or received by a person, family or organization, public or private, in the conduct of their affairs and preserved because of the enduring value held in the information they contain or as evidence of the functions and responsibilities of their creator'³¹ - certainly exist in Japan. Nevertheless, few companies have systematic rules stipulating the transfer of records from an office to a section that plays the role of company archive.

In most cases, there are no readily available archives, and the *shashi* staffs have to begin the collection of material as soon as the company decides on the compilation of *shashi*. Therefore, the main tasks of Japanese business archivists with respect to *shashi* are acquisition, appraisal, selection, and arrangement of company records.³² In some cases, they are also engaged in description, reference services, access, preservation, protection, outreach, advocacy, and promotion. In general, however, the *shashi* editorial sections or libraries and other bodies that are responsible for the custody of archival materials do not have any specific responsibilities to actively manage archives in a company.

Personnel in charge of business archives are not always professionally qualified or trained in archival science since there is no standardized qualification or certification system. In some cases, as noted above, certified librarians or curators function as archivists; in other cases, corporate personnel who have the requisite background with a specialization in history play the roles of archivists. Otherwise, staff members who are not trained in archives, records management, library or museum work or history simply have to work as archivists. The last type of staff appointment is a widely held custom in Japanese companies; the

newly appointed person makes an effort to fit the role of archivist, for which the company is supposed to provide on-the-job training.³³ For such people, the preparation for the compilation of *shashi* is possibly the most important task; however, in most companies, the latest version of *shashi* was published, 20 or 30, and in some cases, 50 years ago. The newly appointed staff member faces the problem of lack of information, knowledge, and experience. It is no surprise that they are baffled by the task. This is another factor that necessitates sharing experiences on *shashi* and trans-corporate information exchange.

Achievements of the Business Archives Association

The Business Archives Association (BAA), established in 1981, has been the only specialized network of business archives in Japan. The original idea was conceived by the members of the JSLA-Kanto *shashi* group and some other groups, and came into being with the co-operation of scholars in business history and some figures in corporate management. In comparison with the Business Archives Council in the UK, the BAA is not a registered charity or a foundation but a voluntary association with its own constitution. The members are from various sections of companies and other organizations that are interested in *shashi*, business archives, and records management. The BAA has its office in the Japan Business History Institute, which has been assisting the BAA in financial and other respects.³⁴

The following were the activities of the BAA in their first 20 years from November 1981 to March 2002.³⁵ First, the BAA published 99 issues of its newsletter and 6 issues of the bulletin named *Kigyō to Shiryo* (The Journal of Business Archives). Second, it held 33 seminars on *shashi*, 3 on corporate museums, and 4 on business archives and related topics. Third, the BAA had 114 regular study meetings and 9 joint study meetings with the Japan Society of Archives Institutions. Fourth, it organized 16 domestic study tours on industrial heritage and 2 overseas study tours on industrial museums, archives, and other aspects. Fifth, it held study groups on some specialized topics in 8 series. In addition, the BAA dispatched a delegation to study Chinese archives on 5 occasions and received the Chinese counterpart from the China Archives Association on 10 occasions.³⁶ As shown above, the BAA provides opportunities to exchange and share information on business archives, corporate museums, and particularly on *shashi*.

The number of corporate and institutional memberships steadily increased

during the first 10 years and gradually decreased thereafter (see Table 1). This reflects the downturn of the Japanese economy in the 1990s. The latest figure in this membership category is 86.³⁷

Table 1: BAA corporate and institutional membership³⁸

1981	55	1992	136
1982	79	1993	135
1983	86	1994	127
1984	92	1995	124
1985	100	1996	126
1986	100	1997	116
1987	106	1998	107
1988	112	1999	118
1989	121	2000	117
1990	135	2001	110
1991	136	2002	101

A report on the production of *shashi* delivered at the *shashi* seminar in December 2005 has revealed that during the compilation of *shashi*, companies tend to build databases of their historical records using spreadsheet programs and other software.³⁹ Further, it has shown that corporate management and editorial staffs are gaining interest in exploring ways to make use of the collected records. This is probably one of the reasons why companies are gradually establishing sections designated as archives and records offices.

Shibusawa Shashi Project: origins and prospects

Museum, Research Department, and the Resource Centre: the three divisions of the Shibusawa Memorial Foundation⁴⁰

The primary objective of the Shibusawa Shashi Project is to improve access to information on *shashi* and business archives in Japan. The Resource Centre for the History of Entrepreneurship is working on this project for the benefit of the public. The Resource Centre was established in 2003 and is the youngest division of the Shibusawa Memorial Foundation, whose other working bodies include the Shibusawa Memorial Museum and the Research Department. The Centre is housed within the Shibusawa Memorial Museum and is co-operating with the Museum, which is a member of the BAA as well as the JSLA-Kanto chapter since the

Museum holds not only the documents and artefacts but also the collection of books related to Ei'ichi Shibusawa.

The Resource Centre's concern with regard to sharing information on *shashi* and business archives is due to the work and life of Ei'ichi Shibusawa, which the Shibusawa Foundation attempts to honour.

Ei'ichi Shibusawa and the birth of the modern corporation

Today, Ei'ichi Shibusawa (1840-1931) is considered to be the founding father of the modern Japanese economy, for his contribution in nurturing and supporting the significant institutions of modern economy, namely joint stock companies.

Born to a wealthy farmer in the late Edo period, educated in the Confucian tradition, and reared in the sentiment of *Sonno-joi* (revere the Emperor and expel the barbarians), Ei'ichi Shibusawa entered the service of Hitotsubashi Yoshinobu (then in line for the position of shogun). In 1867, as a member of the Tokugawa Delegation, he visited the Universal Exposition at Paris, France as well as some other European countries. He was impressed with the industrial and economic development in Europe. While he was visiting Europe, Japan experienced a great change in its constitution, namely, the Meiji Restoration (1867-1868). In 1869, Ei'ichi founded the first joint stock company in Japan on the basis of the knowledge he had gained as a member of the Delegation to Europe. Then, he served for a few years as the official in charge of the Tax Bureau and the Reform Committee of the Meiji Government. He resigned from the government in order to create a private sector and was very active in founding and managing private companies.⁴¹ The number of enterprises in which he was involved as a founder or a supporter exceeds 500. He is not only the supporter and founder of individual companies but also the facilitator of the modern economic system. He was devoted to the management of *zaikai*, which is a loose organization or a network of the management of individual enterprises and groups of companies.⁴² *Zaikai* plays a substantial role in the organization of various interests in business society and in acting as an intermediary between business and policy makers. Furthermore, Ei'ichi is well known for his service as a philanthropist - he was involved in approximately 600 projects related to education, social welfare, international relations, and so on.

Facilitating studies on Ei'ichi Shibusawa is one of the missions of the Shibusawa Memorial Foundation, and in order to achieve this, locating the corporate archives related to Ei'ichi's life and works is a very basic

requirement. This will eventually be valuable for general researchers who are engaged in the study of Japan's modern history, society, and economy.

Keizo Shibusawa's vision for a museum of Japanese business history

The project to commemorate the life and works of Ei'ichi Shibusawa was first launched by his grandson and heir, Keizo Shibusawa (1896-1963). Keizo began his career as a banker and later worked as the Governor of the Bank of Japan (March 1944-October 1945), after which he served as the Minister of Finance (October 1945-May 1946). He led the compilation and publication of 68 volumes of reference material pertaining to the life and works of his grandfather, which is unparalleled in the history of publication on a single personality in Japan. Although Keizo is primarily known for his service in banking and finance, he is also one of the leading figures of folklore studies in Japan and built or helped to build several collections for research. Further, he applied classifications to these collections and compiled indexes; thus, he is credited with the creation of information resources for research. He was not only a student but also a patron of research, and he built networks of researchers. In 1937, Keizo proposed the idea of building the Museum of Japanese Business History (MJBH) in commemoration of Ei'ichi Shibusawa and began acquisitions for museum collections.⁴³ However, the MJBH project was suspended because of the outbreak of war in the Pacific, and Keizo's vision remained unrealized for many years. Following Keizo's idea, the Resource Centre aims to create resources for research on the history of Japanese business.

Indexing shashi

The Shibusawa Shashi Project is composed of two sub-projects: one pertains to the *shashi* index database and the other concerns the compilation of a directory of business archives.

With regard to the *shashi* index, the project aims to build a database based on the index which provides access to information contained in *shashi*. It has been repeatedly emphasized in other publications that although *shashi* is the gateway not only to business history but also to the history of Japanese economy and society, researchers, in general, have not made use of them thus far. This lack of use is attributed to the nature of *shashi* as a publication; in other words, it is 'grey literature'. Since *shashi* is an in-house publication, the target readers are usually limited to employees and people who are associated with the company. Editorial responsibility often rests with a company's editorial board, and the publisher is almost always

the company itself. The bibliographic information provided in *shashi* is often inconsistent, and the distribution of *shashi* is very limited and dependent on private channels. One example of the inconsistent bibliographic information in *shashi* is that the titles printed on the title page, on the colophon, and on the cover are not always identical. This is simply because *shashi* is a publication that is edited by non-specialized editors and published by non-professional publishers. Therefore, our *shashi* index project attempts to create authority files containing standardized bibliographic information on *shashi* and listing company names. The latter is required to cope with mergers, consolidations, closings, or change of names. With regard to the contents of *shashi*, we believe that prospective users require some kind of index for their research. For this, we are organizing the existing information available from the already published table of contents, index, appendix, and the chronological table appearing in *shashi*.

Compilation of a directory of the business archives in Japan

The second sub-project - the compilation of a directory of business archives - aims at making information on business archives available and accessible to a greater extent. Our team deems some examples such as the *Directory of corporate archives* and the *Directory of corporate archives in the United States and Canada*, published by the BAC in London and by the Business Archives Section of Society of American Archivists respectively, as fine reference models. As noted above, the DAS-NIJL project for building a database of national archival information lacks information pertaining to institutions and archives in the business sector. The Resource Centre's business archives directory project will hopefully bridge the gap of lack of information in the projects the DAS-NIJL has been tackling.

The Centre has recently begun obtaining information for our directory through a questionnaire and through interviews with corporate archivists, curators, and/or persons in charge of the compilation of *shashi*. As this is probably the first attempt of this sort in Japan, our task is to achieve the co-operation of not only business personnel but also of archival communities such as the BAA.

In addition, there are Japanese company records that are available outside Japan. One well-known example is the business records captured during World War II that later became part of the collection of the National Archives of Australia. The Centre's directory project plans to incorporate this kind of information into our archives directory database as well.

Conclusion

As seen above, the development of business archives in Japan has been stimulated to a great extent by the publication of *shashi*. Although the number of companies that has an archival office is small, management and *shashi* staff are becoming aware of the necessity and usefulness of archives. We have also pointed out the link between the compilation of *shashi* and the establishment of corporate archives.

New information and communication technologies have affected business archives and *shashi* production. In particular, the corporate records for *shashi* are easily arranged using computers and can be a basis for the establishment of archives in companies. Moreover, computerized information technologies have greatly advanced access to recorded information and promoted co-operation between archives. JACAR and DAS-NIJL are the leading institutions in this respect. The Shibusawa Shashi Project will compensate for what the preceding projects did not encompass.

The Resource Centre ultimately aims to act as a clearing-house for information on business archives in Japan in co-operation with the Business Archives Association and individual business archives. In addition, through the *shashi* index and other projects, it will hopefully become a cultural resource centre that performs the varied functions of a museum, a library, and an archive in co-operation with the Shibusawa Memorial Museum.

Notes

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² In this article, personal names are transcribed in the order of forename and surname, except for some historical figures that were active mainly in pre-modern Japan. In the case of the organizations mentioned in this paper, we provide the list of abbreviations and their romanised Japanese names below. In the case of titles of books and articles, we transcribe the romanised Japanese titles first, and then provide the tentative English translation within parentheses except in the case of books and articles that already have English titles. The URLs that appear in this note were last accessed on 27 March 2006.

- BAA (Business Archives Association) *Kigyō Shiryo Kyōgikai*
- DAS-NIJL (Department of Archives Studies, National Institute of Japanese Literature) *Kokubungaku Kenkyū Shiryōkan Akaibuzu Kenkyūke*
- JACAR (Japan Centre for Asian Historical Records) *Ajia Rekishi Shiryo Senta*
- JBHI (Japan Business History Institute) *Nihon Keieishi Kenkyūjo*
- JSAI (Japan Society of Archives Institutions) *Zenkoku Rekishi Shiryo Hozon Riyo*

- Kikan Renraku Kyogikai or Zenshiryokyo*
- JSAS (Japan Society for Archival Science) *Nihon Akaibuzu Gakkai*
 - JSLA (Japan Special Libraries Association) *Senmon Toshokan Kyogikai or Sentokyo*
 - RMSJ (Records Management Society of Japan) *Kiroku Kanri Gakkai*
- ³ Katsuko Murahashi, *Shashi no kenkyu [A study of company histories]*, p.i (Diamond, Inc., Tokyo, 2002); *Zoho kaiteiban kaishashi sogo mokuroku [A supplemented and revised union catalogue of histories of companies and economic organizations]*, p.817 (JBHI, Tokyo, 1996)
- ⁴ Murahashi, *Shashi no kenkyu [A study of company histories]*, pp.2-3
- ⁵ Hideyuki Aoyama, 'The business archives and records management profession in Japan', *Business Archives, Principles and Practice*, No 67, pp.73-82 (May 1994)
- ⁶ http://www.archives.go.jp/index_e.html
- ⁷ Tai'ichi Wakayama, 'Kobunshoto no tekisetsuna kanri hozon oyobi riyo no tameno taisei seibi nitsuite' [On the preparation of the system for the relevant management, preservation and utilization of the public archives and other records], *JSAI Newsletter*, No 72, p.19 (March 2005)
- ⁸ <http://www.jsas.info/> (in Japanese)
- ⁹ Masahito Ando, 'Joint research in the field of archival science and its significance', *SOKENDAI Journal [The Journal of the Graduate University for the Advanced Studies]*, No 7, pp.20-21 (May 2005) (in Japanese)
- ¹⁰ Yukio Hiyama pointed out that, at present, records management and the disclosure of historical documents in Japan is lagging behind. An international symposium on this theme held on 11-12 December 2004 was notably organized by the DAS-NIJL. Yukio Hiyama, 'Nikkan kingendai rekishi shiryō no kyōyōka eno mosaku' [Searching for the common uses of the modern historical records of Japan and Korea], *Newsletter of DAS-NIJL*, No 2, pp.5-6 (March 2005) (in Japanese)
- ¹¹ http://www.jacar.go.jp/asia_en/index_en.html. Shohei Muta, 'Towards an establishment of the historical facts by sharing records: Experiments at the Centre for Asian Historical Records (JACAR)', *Kiroku to Shiryo [Records and Archives]*, No 13, pp.41-45 (March 2003) (in Japanese)
- ¹² http://world.nijl.ac.jp/~siryō/cgi-bin/sindbad/sindbad_top.cgi (in Japanese)
- ¹³ http://history.nijl.ac.jp/db/akyōyū/akyōyū_top.htm (in Japanese)
- ¹⁴ Source: Kenji Okumura, Manager of Corporate History Archives Office, Canon Inc.
- ¹⁵ <http://www.imes.boj.or.jp/english/index.html>
- ¹⁶ Kenji Shigyo, 'Nihonginko akaibu no hōsoku ni tsuite' [On the establishment of the archives of the Bank of Japan], *Kiroku to Shiryo [Records and Archives]*, No 10, pp.78-80 (February 2000) (in Japanese)
- ¹⁷ http://www.e-jhk.com/event_and_archives/NO03.pdf (in Japanese)
- ¹⁸ Yokogawa Electric Company published its *shashi* in 1965 to commemorate its 50-year history.
- ¹⁹ Kyoko Makishima, 'Background of the establishment of Archives of Yokogawa', *Kiroku to Shiryo [Records and Archives]*, No 14, JSAL, pp.73-76 (March 2004) (in Japanese)
- ²⁰ <http://www.jsla.or.jp/eng/index.html>
- ²¹ BAA (eds.), *Kigyō Shiryo Kyōgikai 20 nenshi [Business Archives Association history 1981-2001]*, p.5 (BAA, Tokyo, 2004). Hereafter, this book will be abbreviated as *BAA1981-2001* (in Japanese).
- ²² The publisher is the JSLA-Kanto.
- ²³ The JSLA-Kanto, *Kaishashi keizai dantaishi sogo mokuroku tsuiron* [Supplement to the union catalogue of histories of companies and economic organizations] (in Japanese)
- ²⁴ Published by the JBHI.
- ²⁵ *BAA1981-2001*, pp.8-9

- ²⁶ Katsuko Murahashi, 'Shashi wo meguru arekore 2' [*Shashi* episodes 2], *Joho Kanri [Journal of Information Processing and Management]*, 35, 3, pp.240-241 (June 1992) (in Japanese)
- ²⁷ Professional writers and journalists also have opportunities to join the *shashi* teams.
- ²⁸ Kao published its *shashi* in 1940, 1960, 1971, 1980, and 1993, commemorating its history of 50, 70, 80, 90, and 100 years respectively.
- ²⁹ <http://www.jbhi.or.jp/index.html> (in Japanese)
- ³⁰ *BAA1981-2001*, p.7. Keizai Koho Senta (Japan Institute for Social and Economic Affairs) officially supported the 1982 exhibition and co-sponsored the 1986 exhibition. Murahashi, *op.cit.*, pp.240-41
- ³¹ See Terms: A, in Richard Pearce-Moses, *A glossary of archival and records terminology*, at <http://www.archivists.org/glossary/index.asp>
- ³² Academy of Certified Archivists, *The 2003 role delineation statement revision*, at <http://www.certifiedarchivists.org/html/RoleDelineation.html>
- ³³ As Aoyama noted, the staff who work in the editorial team of *shashi* are mostly white-collar workers. Aoyama, *op.cit.*, p.76. This type of staff relocation appears to have a direct relationship with the so-called Japanese management style, particularly life-long employment.
- ³⁴ *BAA1981-2001*, p.17
- ³⁵ *BAA1981-2001*, pp.177-178
- ³⁶ The China Archives Association was formed in 1981 and the Chinese national archival law was enacted in 1987. *BAA1981-2001*, p.83
- ³⁷ <http://www.baa.gr.jp/files/06.html> (in Japanese)
- ³⁸ *BAA1981-2001*, p.192
- ³⁹ Mitsuhiro Okamoto, Editorial Director Toppan Printing Co., Ltd, at the 45th Kaishashi Seminar on 13 December 2005, sponsored by the BAA.
- ⁴⁰ <http://www.shibusawa.or.jp/english/index.html>
- ⁴¹ *The autobiography of Shibusawa Eiichi*, translated with the introduction and notes by Teruko Craig, (University of Tokyo Press, Tokyo, 1994)
- ⁴² Masataka Matsuura, *Analysing the relationship between business and politics in pre-war Japan: some thoughts on the zaikai*, p25-32, LSE STICERD Discussion Paper, No JS/00/381, Suntory and Toyota International Centres for Economics and Related Disciplines, London School of Economics and Political Science (February 2000)
- ⁴³ Wakako Kusumoto, 'Lives in history, history in lives: Shibusawa Keizo and his vision of 'Jitsugyo-shi Museum', paper presented at the 11th International Conference of the European Association for Japanese Studies (EAJS) at Vienna, 1 September 2005. Available at <http://www.shibusawa.or.jp/english/center/pdf/Keizo.pdf>