

# Order for Enforcement of the Public Records and Archives Management Act

(Cabinet Order No. 250 of December 22, 2010)

The Cabinet hereby enacts this Cabinet Order pursuant to the provisions of Article 2, paragraph (1), items (iv) and (v), paragraph (3), item (ii), paragraph (4), item (iii), and paragraph (5), items (iii) and (iv), Article 5, paragraphs (1) and (3) through (5), Article 7, Article 10, paragraph (2), item (vii), Article 11, paragraphs (2) through (4), Article 15, paragraph (4), Article 17, Article 18, paragraphs (1) through (3), Article 19, and Article 20, paragraph (1) of the Public Records and Archives Management Act (Act No. 66 of 2009) and for the purpose of implementing that Act.

(Organs Specified by Cabinet Order Referred to in Article 2, Paragraph (1),  
Items (iv) and (v) of the Act)

Article 1 (1) The special organ specified by Cabinet Order referred to in Article 2, paragraph (1), item (iv) of the Public Records and Archives Management Act (referred to below as the "Act") is the National Police Agency.

(2) The special organ specified by Cabinet Order referred to in Article 2, paragraph (1), item (v) of the Act is the Public Prosecutors Office.

(Facilities Specified by Cabinet Order Referred to in Article 2, Paragraph (3),  
Item (ii) of the Act)

Article 2 (1) The facilities specified by Cabinet Order referred to in Article 2, paragraph (3), item (ii) of the Act are the following facilities:

(i) a facility of the Imperial Household Agency which has been designated by the Grand Steward of the Imperial Household Agency as a facility to manage specified historical public records and archives under Articles 15 through 27 of the Act;

(ii) a facility of the Ministry of Foreign Affairs which has been designated by the Minister for Foreign Affairs as a facility to manage specified historical public records and archives under Articles 15 through 27 of the Act; and

(iii) a facility of an incorporated administrative agency, etc. which has been designated by the Prime Minister as having functions similar to those stated in Article 2, paragraph (3), item (i) of the Act by having the necessary equipment and systems in place for appropriately managing specified historical public records and archives under Articles 15 through 27 of the Act.

(2) When the Grand Steward of the Imperial Household Agency, the Minister for Foreign Affairs, or the Prime Minister has made a designation pursuant to the

provisions of items (i) through (iii) of the preceding paragraph, they are to give public notice of the name and location of the designated facility in the Official Gazette. The same applies when there has been any change to the matters publicly notified or when they have revoked that designation.

(Facilities Specified by Cabinet Order Referred to in Article 2, Paragraph (4), Item (iii) of the Act)

Article 3 (1) The facility specified by Cabinet Order referred to in Article 2, paragraph (4), item (iii) of the Act is a research institute, museum, art museum, library, and similar facility designated by the Prime Minister as a facility to appropriately manage historical or cultural materials, or materials for academic research that the facility holds, under the following Article.

(2) When the Prime Minister has made a designation pursuant to the provisions of the preceding paragraph, the Minister is to give public notice of the name and location of the designated facility in the Official Gazette. The same applies when there has been any change to the matters publicly notified or when the Minister has revoked that designation.

(Scope of Historical Materials Referred to in Article 2, Paragraph (4), Item (iii) of the Act)

Article 4 The historical or cultural materials or materials for academic research referred to in Article 2, paragraph (4), item (iii) of the Act is to be specially managed by the following methods:

- (i) the material is appropriately preserved in a dedicated place;
- (ii) a catalog of the material has been prepared and that catalog is available for public inspection;
- (iii) there is no restriction on public use, except for the following:
  - (a) if it is found that the information stated in Article 5, items (i) and (ii) of the Act on Access to Information Held by Administrative Organs (Act No. 42 of 1999; referred to below as the "Administrative Organs Information Disclosure Act") has been recorded in the material, public use of that material (limited to the part in which the information has been recorded) is restricted;
  - (b) if the material has been donated or deposited by a corporation or other organization (referred to below as a "corporation, etc.") or an individual as prescribed in Article 2, paragraph (7), item (iv) of the Act on the condition that all or part of the material will not be made public for a certain period, public use of all or part of the material is restricted until that period elapses; or
  - (c) when permitting the use of the original of the material is likely to result in the damage or defacement of the original, or when the original is

- actually being used at a facility that possesses the material, the method or period of public use of the original is restricted;
- (iv) there are rules on the method and period of use of the material, and those rules are made available for public inspection; or
  - (v) if personal information (meaning information about a living individual which can identify the specific individual by name, date of birth, or other description contained in that information (including information that can be easily cross-checked against other information and can identify the specific individual accordingly); the same applies below) is recorded in the material, necessary measures are taken to prevent the leakage of that personal information.

(Facilities Specified by Cabinet Order Referred to in Article 2, Paragraph (5), Item (iii) of the Act)

Article 5 (1) The facilities specified by Cabinet Order referred to in Article 2, paragraph (5), item (iii) of the Act are the following facilities:

- (i) a museum established by the National Institutes for Cultural Heritage, Incorporated Administrative Agency;
  - (ii) a museum established by the National Museum of Nature and Science, Incorporated Administrative Agency;
  - (iii) an art museum established by the National Museum of Art, Incorporated Administrative Agency; and
  - (iv) beyond what is stated in the preceding three items, a museum, art museum, library, and similar facility designated by the Prime Minister as a facility to appropriately manage historical or cultural materials, or materials for academic research that the facility holds under the following Article.
- (2) When the Prime Minister has made a designation pursuant to the provisions of item (iv) of the preceding paragraph, the Minister is to give public notice of the name and location of the designated facility in the Official Gazette. The same applies when there has been any change to the matters publicly notified, or when the Minister has revoked that designation.

(Scope of Historical Materials Referred to in Article 2, Paragraph (5), Item (iii) of the Act)

Article 6 The historical or cultural materials or materials for academic research referred to in Article 2, paragraph (5), item (iii) of the Act is to be specially managed by the following methods:

- (i) the material is appropriately preserved in a dedicated place;
- (ii) a catalog of the material has been prepared and that catalog is available for public inspection;
- (iii) there is no restriction on public use, except for the following:

- (a) if it is found that the information stated in Article 5, items (i) and (ii) of the Act on Access to Information Held by Incorporated Administrative Agencies (Act No. 140 of 2001) has been recorded in the material, public use of that material (limited to the part in which the information has been recorded) is restricted;
- (b) if the material has been donated or deposited by a corporation, etc. or an individual on the condition that all or part of the material will not be made public for a certain period, public use of all or part of the material is restricted until that period elapses; or
- (c) when permitting the use of the original of the material is likely to result in the damage or defacement of the original, or when the original is actually being used at a facility that possesses the material, the method or period of public use of the original is restricted;
- (iv) there are rules on the method and period of use of the material, and those rules are made available for public inspection; and
- (v) if personal information is recorded in the material, necessary measures are taken to prevent the leakage of that personal information.

(Method of Distinguishing under Article 2, Paragraph (5), Item (iv) of the Act)  
Article 7 The method of distinguishing records concerning the business listed in the right-hand column of Appended Table 2 of Article 2, paragraph (5), item (iv) of the Act (meaning records prescribed in paragraph (4) of the same Article; the same applies below) from records concerning business other than those listed in the same column is that the records concerning the business listed in the same column are exclusively preserved in a record file (meaning a collection of records that are mutually closely related and are combined to contribute to the efficient processing of affairs or business and the appropriate preservation of records) separate from the records concerning business other than those listed in that column.

(Classification, Title, and Retention Period of Administrative Record Files, etc.)  
Article 8 (1) The head of an administrative organ must, pursuant to the provisions of Article 5, paragraphs (1) and (3) of the Act, classify administrative records and administrative record files systematically in accordance with the nature, content, etc. of the affairs and business of the relevant administrative organ, and title them in an easy-to-understand manner, so as to contribute to the efficient processing of affairs and business within the relevant administrative organ, and to fulfill the responsibility of explaining the various activities of the State to the people in both the present and future.  
(2) The retention period referred to in Article 5, paragraph (1) of the Act is the period specified in the following items in accordance with the category of

administrative records stated in the respective items:

- (i) the administrative records listed in the left-hand column of the Appended Table (excluding those listed in the following item): the period listed in the right-hand column of that table (when the head of an administrative organ finds that the period exceeding that period contributes to the appropriate management of administrative records, the period specified by the head of the administrative organ);
  - (ii) administrative records for which a retention period is specified by another Act or an order based on the Act: the period specified by that Act, or order based on that Act; or
  - (iii) records other than the administrative records listed in the preceding two items: the period specified by the head of an administrative organ, by taking into consideration the provisions of the Appended Table and in accordance with the nature, content, etc. of the affairs and business of the administrative organ.
- (3) The head of an administrative organ must set a retention period of one year or longer, when administrative records other than those listed in the left-hand column of the Appended Table fall under historical public records and archives.
- (4) Notwithstanding the provisions of paragraph (2), item (i), the retention period referred to in Article 5, paragraph (1) of the Act for the administrative records stated in the following items for which measures for transfer to the National Archives of Japan, etc. should be taken pursuant to the provisions of Article 5, paragraph (5) (including those combined into an administrative record file prescribed that the measures for transfer should be taken) is the period specified in the relevant items (if the head of an administrative organ finds that a period exceeding the relevant period contributes to the appropriate management of administrative records, the period specified by the head of the administrative organ):
- (i) the following records concerning treaties and other international agreements: 20 years:
    - (a) approval records for requesting a cabinet meeting and records submitted to a cabinet meeting;
    - (b) diet deliberation records;
    - (c) records concerning a public notice in an official gazette and other records concerning promulgation; and
    - (d) instruments of treaties, instruments of ratification, and similar records; and
  - (ii) approval records for granting the permission or other approvals prescribed in Article 2, item (iii) of the Administrative Procedure Act (Act No. 88 of 1993) (referred to below as the "permission, etc." in this item and row (xi) of the Appended Table) and other records in which the process leading to that

permission, etc. is recorded: 10 years or the period stated in the right-hand column of that row.

- (5) The start date for the retention period referred to in Article 5, paragraph (1) of the Act is April 1 of the fiscal year following the fiscal year that includes the date on which the administrative record was created or acquired (referred to below as the "record creation and acquisition date"); provided, however, that if the head of an administrative organ finds that it contributes to the appropriate management of that administrative record to start from a date other than the aforementioned date (limited to a date within two years from the record creation and acquisition date), the start date is the date specified in the following items according to the category stated respectively in those items:
- (i) if the period starts on a date that falls within one year from the record creation and acquisition date : the date that the head of the administrative organ finds to be appropriate; or
  - (ii) if the period starts on a date that is more than one year but within two years from the record creation and acquisition date: the day specified by the rules for the management of administrative records.
- (6) The retention period referred to in Article 5, paragraph (3) of the Act is the retention period of administrative records combined into an administrative record file.
- (7) The start date for the retention period referred to in Article 5, paragraph (3) of the Act is April 1 of the fiscal year following the fiscal year that includes the earliest date among the dates on which administrative records are combined into an administrative record file (referred to below as the "file creation date" in this paragraph and Article 11, paragraph (1)); provided, however, that if the head of an administrative organ finds that it contributes to the appropriate management of the relevant administrative records to make that period start from a date other than the aforementioned date (limited to a date within two years from the file creation date), the start date is the date specified in the following items according to the category stated respectively in those items:
- (i) if the start date is within one year from the file creation date: the date that the head of the administrative organ finds to be appropriate; or
  - (ii) if the start date is a date that is more than one year, but within two years from the file creation date: the date specified by the rules for the management of administrative records.
- (8) Notwithstanding the provisions of paragraph (2) and paragraphs (4) through (6), when the head of an administrative organ finds it contributing to the appropriate management of administrative records, regarding administrative records created or acquired on or after the start date of the retention period of an administrative record file and which are related to the affairs or business incidental to the affairs or business regarding the administrative record file,

the head may combine them into that administrative record file, setting the retention period from the record creation and acquisition date to the expiration date of the retention period of that administrative record file.

- (9) The provisions of paragraphs (5) and (7) do not apply to administrative records for which the retention period is a period that is uncertain as of the record creation and acquisition date and to an administrative record file in which those administrative records are combined.

(Extension of the Retention Period)

Article 9 (1) When the head of an administrative organ extends the retention period for administrative record files, etc. stated in the following items pursuant to the provisions of Article 5, paragraph (4) of the Act, the head must retain the administrative record files, etc. until the day on which the period specified in the respective items has elapsed in accordance with the category of the administrative record files, etc. In this case, if administrative record files, etc. falling under one category also fall under another category, that head must retain those administrative record files, etc. until the day on which the respective period has elapsed, whichever comes later:

- (i) what is actually subject to an audit, inspection, etc.: until the completion of the audit, inspection, etc.;
  - (ii) what is necessary to perform a procedural act in litigation that is actually pending: until that litigation is concluded;
  - (iii) what is necessary to perform a procedural act in the appeal which is actually pending: one year from the day following the date of the administrative determination or decision on that appeal; or
  - (iv) for which a disclosure request prescribed in Article 4 of the Administrative Organs Information Disclosure Act has been made: one year from the day following the date of the decision stated in the respective items of Article 9 of the Administrative Organs Information Disclosure Act.
- (2) The head of an administrative organ may extend the retention period of the administrative record files, etc. by specifying a certain period of time concerning administrative record files, etc. whose retention period have expired, when finding it necessary for the performance of its duties.

(Measures for the Transfer of Administrative Record Files, etc.)

Article 10 The transfer measures referred to in Article 5, paragraph (5) of the Act are the measures for transfer to a public archives established by the National Archives of Japan; provided, however, that the administrative record files, etc. stated in the following items follow the transfer measures stated respectively in those items:

- (i) administrative record files, etc. held by the Grand Steward of the Imperial

- Household Agency: measures for the transfer to a facility designated by the Grand Steward pursuant to the provisions of Article 2, paragraph (1), item (i); or
- (ii) administrative record files, etc. held by the Minister for Foreign Affairs (excluding administrative record files, etc. that the Minister for Foreign Affairs finds appropriate to transfer to a public archives established by the National Archives of Japan, as determined by the Minister for Foreign Affairs in consultation with the Prime Minister): measures for the transfer to a facility designated by the Minister for Foreign Affairs pursuant to the provisions of Article 2, paragraph (1), item (ii).

(Matters to Be Stated in an Administrative Record File Management Register)

Article 11 (1) The matters that must be stated in an administrative record file management register pursuant to the provisions of Article 7, paragraph (1) of the Act, are the following matters:

- (i) classification;
  - (ii) title;
  - (iii) retention period;
  - (iv) the expiration date of the retention period;
  - (v) measures to be taken upon expiration of the retention period;
  - (vi) preservation location;
  - (vii) the fiscal year containing the date of record creation and acquisition date (in the case of an administrative record file, the file creation date) or the equivalent period;
  - (viii) the record manager (meaning a person designated by the head of an administrative organ as a person who is to actually manage the administrative record files, etc.; the same applies in item (xi)) as of the day stated in the preceding item;
  - (ix) the start date of the retention period;
  - (x) the type of media; and
  - (xi) a record manager for the administrative record files, etc.
- (2) The head of an administrative organ must prepare an administrative record file management register in the form of a magnetic disk (including any object that can record certain matters securely by equivalent methods; the same applies in Article 15, paragraph (2)).

(Period Specified by Cabinet Order Referred to in the Proviso to Article 7, Paragraph (1) of the Act)

Article 12 The period specified by Cabinet Order referred to in the proviso to Article 7, paragraph (1) of the Act is one year.



(Publication of the Place for Inspection of an Administrative Record File Management Register)

Article 13 The head of an administrative organ must give public notice of the location of the office referred to in Article 7, paragraph (2) of the Act in the Official Gazette. The same applies when the head of an administrative organ has changed the location of their office for which a public notice has been given.

(Matters to Be Stated in the Rules for the Management of Administrative Records)

Article 14 The matters specified by Cabinet Order referred to in Article 10, paragraph (2), item (vii) of the Act are the following matters concerning administrative records:

- (i) matters concerning the establishment of a management system;
- (ii) matters concerning inspections;
- (iii) matters concerning audits;
- (iv) matters concerning training for employees; and
- (v) beyond what is stated in the preceding items, matters necessary for ensuring that the management of administrative records is carried out properly.

(Matters to Be Stated in a Corporate Record File Management Register)

Article 15 (1) The matters that must be stated in a corporate record file management register pursuant to the provisions of Article 11, paragraph (2) of the Act, are the following matters:

- (i) classification;
- (ii) title;
- (iii) retention period;
- (iv) the expiration date of the retention period;
- (v) measures to be taken upon expiration of the retention period;
- (vi) preservation location;
- (vii) the fiscal year containing the day on which the corporate records were created or acquired (in cases where the corporate records have been combined into a single collection pursuant to the provisions of Article 11, paragraph (2) of the Act, the earliest day among the days when the corporate records were combined) or the equivalent period;
- (viii) the record manager (meaning a person designated by the incorporated administrative agency, etc. as a person who is to actually manage the corporate record files, etc.; the same applies in item (xi)) as of the day stated in the preceding item;
- (ix) the start date of the retention period;
- (x) the type of media; and

- (xi) a record manager for corporate record files, etc.;
- (2) The incorporated administrative agency, etc. must prepare the corporate record file management register in the form of a magnetic disk.

(Period Specified by Cabinet Order Referred to in the Proviso to Article 11, Paragraph (2) of the Act)

Article 16 The period specified by Cabinet Order referred to in the proviso to Article 11, paragraph (2) of the Act is one year.

(Publication of the Place for Inspection of a Corporate Record File Management Register)

Article 17 An incorporated administrative agency, etc. must give public notice of the location of the office referred to in Article 11, paragraph (3) of the Act in the Official Gazette. The same applies when it has changed the location of their office for which a public notice has been given.

(Transfer of Corporate Record Files)

Article 18 The transfer referred to in Article 11, paragraph (4) of the Act is the transfer to a public archives established by the National Archives of Japan; provided, however, that in the case of an incorporated administrative agency, etc. that has established a facility designated under Article 2, paragraph (1), item (iii), the transfer is to that facility.

(Creation and Publication of a Catalog)

Article 19 (1) The necessary matters referred to in Article 15, paragraph (4) of the Act are the following matters (excluding those falling under the information stated in Article 16, paragraph (1), item (i), (a) through (d) or item (ii), (a) or (b) of the Act, or information related to the restriction referred to in item (iii) of that paragraph or the conditions referred to in item (iv) of that paragraph):

- (i) classification;
  - (ii) title;
  - (iii) the name of the person or corporation who made the transfer, donation, or deposit;
  - (iv) the time of receipt of the transfer, donation, or deposit;
  - (v) preservation location; and
  - (vi) the type of media.
- (2) The head of the National Archives of Japan, etc. must keep the catalog referred to in Article 15, paragraph (4) of the Act in that National Archives of Japan, etc., make it available for public inspection, and make it public by using the Internet or other information and communications technology.

(Documents Proving a Person's Identity)

Article 20 (1) A person who makes the request for use referred to in Article 17 of the Act must present or submit any of the documents stated in the following items to the head of the National Archives of Japan, etc.:

- (i) a driver's license giving the same name and domicile or residence as the name and domicile or residence of the person making a request for use, an individual number card prescribed in Article 2, paragraph (7) of the Act on the Use of Numbers to Identify a Specific Individual in Administrative Procedures (Act No. 27 of 2013), a residence card prescribed in Article 19-3 of the Immigration Control and Refugee Recognition Act (Cabinet Order No. 319 of 1951), a special permanent resident certificate prescribed in Article 7, paragraph (1) of the Special Act on the Immigration Control of, Inter Alia, Those Who Have Lost Japanese Nationality Pursuant to the Treaty of Peace with Japan (Act No. 71 of 1991), or a document issued pursuant to the provisions of an Act or an order under the Act, and which is sufficient in verifying the identity of the person making a request for use; or
  - (ii) if the documents stated in the preceding item cannot be presented or submitted due to unavoidable reasons, documents that the head of the National Archives of Japan, etc. finds to be appropriate in verifying the identity of the person making a request for use.
- (2) Notwithstanding the provisions of the preceding paragraph, if a person makes a request for use referred to in Article 17 of the Act by sending the documents specified in the rules for use, etc. (meaning the rules for use, etc. prescribed in Article 27, paragraph (1) of the Act; the same applies in Articles 24 and 25) to the head of the National Archives of Japan, etc., it is sufficient for the person making that request for use to submit to the head of the National Archives of Japan, etc. a copy of any of the following documents stated in the items of the same paragraph by using a copying machine and a copy of the resident record of that person; or other document that the head of the National Archives of Japan, etc. finds to be appropriate as proof that the person is the person given in the copy (limited to documents prepared within 30 days before the date of making that request for use).

(Matters Specified by Cabinet Order Referred to in Article 18, Paragraph (1) of the Act)

Article 21 The matters specified by Cabinet Order referred to in Article 18, paragraph (1) of the Act are the following matters:

- (i) the date of the request for use;
- (ii) the content of the information concerning the third party that is recorded in the specified historical public records and archives regarding the request for

- use; and
- (iii) the place and deadline for submitting a written opinion.

(Matters Specified by Cabinet Order Referred to in Article 18, Paragraph (2) of the Act)

Article 22 The matters specified by Cabinet Order referred to in Article 18, paragraph (2) of the Act are the following matters:

- (i) the date of the request for use;
- (ii) the reason for permitting the use of the specified historical public records and archives regarding the request for use;
- (iii) the content of the information concerning the third party that is recorded in the specified historical public records and archives regarding the request for use; and
- (iv) the place and deadline for submitting a written opinion.

(Matters Specified by Cabinet Order Referred to in Article 18, Paragraph (3) of the Act)

Article 23 The matters specified by Cabinet Order referred to in Article 18, paragraph (3) of the Act are the following matters:

- (i) the date of the request for use;
- (ii) the reason for permitting the use of the specified historical public records and archives regarding the request for use;
- (iii) the content of the opinion under Article 8, paragraph (3) of the Act which is attached to the specified historical public records and archives regarding the request for use; and
- (iv) the place and deadline for submitting a written opinion.

(Methods of Using Electronic or Magnetic Records)

Article 24 The methods specified by Cabinet Order referred to in Article 19 of the Act, are those of the following methods that are specified by the head of the National Archives of Japan, etc. in the rules for use, etc.:

- (i) inspection, viewing, or listening to electronic or magnetic records reproduced or projected using a dedicated device;
- (ii) inspection or delivery of paper output of an electronic or magnetic record; or
- (iii) delivery of an electronic or magnetic record copied on an electronic or magnetic recording medium.

(Method of Payment of Fees)

Article 25 The fee referred to in Article 20, paragraph (1) of the Act must be paid: when requesting the delivery of a copy at a facility prescribed in Article 2, paragraph (1), items (i) and (ii), by affixing a revenue stamp, in an amount

equivalent to that fee to the document specified in the rules for use, etc., by the head of the administrative organ to which the facility belongs; or when requesting the delivery of a copy at any other facility, pursuant to the provisions of the rules for use, etc. of the incorporated administrative agency, etc. which has established that facility; provided, however, that the fee to be paid in the case of requesting the delivery of a copy at a facility prescribed in items (i) and (ii) of that paragraph may be paid in cash at the facility if the head of the administrative organ to which the facility belongs specifies in the rules for use, etc. that the payment of that fee may be made in cash at that facility.

### **Supplementary Provisions [Extract]**

(Effective Date)

Article 1 This Cabinet Order comes into effect on the date on which the Act comes into effect (April 1, 2011).

(Transitional Measures for Administrative Record File Management Register)

Article 2 (1) A book prepared pursuant to the provisions of Article 16, paragraph (1), item (x) of the Order for Enforcement of the Act on Access to Information Held by Administrative Organs (Cabinet Order No. 41 of 2000; referred to as the "former Order for Enforcement of the Administrative Organs Information Disclosure Act" in Article 4, paragraph (1) of the Supplementary Provisions) before amendment under Article 6 of the Supplementary Provisions, which exists at the time of the enforcement of this Cabinet Order, is deemed to be an administrative record file management register.

(2) In the case referred to in the preceding paragraph, the matters stated in the book referred to in that paragraph which are equivalent to the matters stated in the items of Article 11, paragraph (1) are deemed to have been stated pursuant to the provisions of that paragraph.

Article 3 Notwithstanding these provisions, it is possible for the head of an administrative organ not to state the matters that are difficult to state until otherwise provided for by law, in cases where it is difficult to state the matters referred to in Article 11, paragraph (1), items (vii) through (xi) in an administrative record file management register, such as the case where it takes a considerable period of time to prepare information systems regarding the administrative record file management register (including what is deemed to be an administrative record file management register, pursuant to the provisions of paragraph (1) of the preceding Article; the same applies below in this Article). In this case, the head of that administrative organ must report to

the Prime Minister the matters that are not to be stated, the reasons why it is difficult to state those matters, and the date on which those matters are scheduled to be stated, in the report stated in Article 9, paragraph (1) of the Act.

(Transitional Measures Concerning Corporate Record File Management Register)

Article 4 (1) A book which has been prepared by taking into consideration the provisions of Article 16, paragraph (1), item (x) of the former Order for Enforcement of the Administrative Organs Information Disclosure Act, pursuant to the provisions of Article 23, paragraph (2) of the Act on Access to Information Held by Incorporated Administrative Agencies before amendment under Article 6 of the Supplementary Provisions of the Act, which exists at the time of the enforcement of this Cabinet Order (limited to a register prepared by using a device equivalent to a magnetic disk prescribed in Article 11, paragraph (2); referred to as a "former corporate record file management register" in the following paragraph) is deemed to be a corporate record file management register.

(2) In the case referred to in the preceding paragraph, the matters that are stated in the former corporate record file management register and that are equivalent to the matters stated in the items of Article 15, paragraph (1) are deemed to have been stated pursuant to the provisions of that paragraph.

Article 5 Notwithstanding these provisions, it is possible for the incorporated administrative agency, etc. not to state the matters that are difficult to state until otherwise provided by law, in cases where it is difficult to state the matters referred to in Article 15, paragraph (1), items (vii) through (xi) in a corporate record file management register, such as the case where it takes a considerable period of time to prepare information systems regarding the corporate record file management register (including what is deemed to be an corporate record file management register, pursuant to the provisions of paragraph (1) of the preceding Article; the same applies below in this Article). In this case, the incorporated administrative agency, etc. must report to the Prime Minister the matters that are not to be stated, the reasons why it is difficult to state those matters, and the date on which those matters are scheduled to be stated, in the report stated in Article 12, paragraph (1) of the Act.

**Supplementary Provisions [Cabinet Order No. 421 of December 26, 2011]  
[Extract]**

(Effective Date)

Article 1 This Cabinet Order comes into effect on the date on which the Amendment Act comes into effect (July 9, 2012).

(Transitional Measures)

Article 3 (1) The alien registration certificate prescribed in the former Alien Registration Act possessed by a mid- to long-term resident is deemed to be a residence card, and the alien registration certificate prescribed in the former Alien Registration Act possessed by a special permanent resident is deemed to be a special permanent resident certificate, concerning the application of the provisions of the following Cabinet Orders,:

(i) and (ii) omitted;

(iii) Article 20, paragraph (1), item (i) of the Order for Enforcement of the Public Records and Archives Management Act.

(2) The period during which an alien registration certificate prescribed in the former Alien Registration Act is deemed to be a residence card, pursuant to the provisions of the preceding paragraph is the period specified in the items of Article 15, paragraph (2) of the Supplementary Provisions of the Amendment Act, and the period during which that certificate is deemed to be a special permanent resident certificate is the period specified in the items of Article 28, paragraph (2) of the Supplementary Provisions of the Amendment Act.

#### **Supplementary Provisions [Cabinet Order No. 164 of June 15, 2012]**

This Cabinet Order comes into effect on the date of promulgation.

#### **Supplementary Provisions [Cabinet Order No. 195 of May 29, 2014] [Extract]**

(Effective Date)

Article 1 This Cabinet Order comes into effect on the date on which the Act comes into effect (May 30, 2014).

(Effect of Dispositions)

Article 4 Any disposition, procedure or other act conducted before the enforcement of this Cabinet Order, under the provisions of respective Cabinet Orders before the amendment by this Cabinet Order (referred to as the "former Cabinet Orders" in the following Article), for which the corresponding provisions exist in the provisions of the respective Cabinet Orders amended by this Cabinet Order (referred to below as the "new Cabinet Orders" in this Article and the following Article), are deemed to have been conducted under

the corresponding provisions of the new Cabinet Orders, except as otherwise provided for.

(Effect of Orders)

Article 5 Unless otherwise provided for, a Cabinet Office Order or Order of the Ministry of Internal Affairs and Communications issued pursuant to the provisions of the former Cabinet Orders that is in force at the time this Cabinet Order comes into effect, which provides for the matters that are required to be specified by Cabinet Secretariat Order pursuant to the provisions of the new Cabinet Orders, is to remain in force as Cabinet Secretariat Order, after this Cabinet Order comes into effect.

**Supplementary Provisions [Cabinet Order No. 74 of March 18, 2015]  
[Extract]**

This Cabinet Order comes into effect on April 1, 2015.

**Supplementary Provisions [Cabinet Order No. 430 of December 18, 2015]**

(Effective Date)

- (1) This Cabinet Order comes into effect on the date on which the provisions stated in Article 1, item (iv) of the Supplementary Provisions of the Act on the Use of Numbers to Identify a Specific Individual in Administrative Procedures (Act No. 27 of 2013; referred to as the "Number Use Act" in the following paragraph) come into effect (January 1, 2016).

(Transitional Measures)

- (2) A basic residential registry card (meaning a basic residential registry card as prescribed in Article 30-44, paragraph (1) of the Residential Basic Book Act (Act No. 81 of 1967; referred to below as the "former Residential Basic Book Act" in this paragraph) issued pursuant to the provisions of paragraph (3) of that Article before amendment under Article 19 of the Act on Arrangement of Related Laws Accompanying Enforcement of the Act on the Use of Numbers to Identify Specific Individuals in Administrative Procedures (Act No. 28 of 2013; referred to below as the "Act on Arrangement for the Number Use Act" in this paragraph) before the date of enforcement of this Cabinet Order) is deemed to be an individual number card as prescribed in Article 2, paragraph (7) of the Number Use Act until it ceases to be effective, pursuant to the provisions of Article 30-44, paragraph (9) of the former Residential Basic Book Act for which the provisions continue to govern pursuant to the provisions of Article 20, paragraph (1) of the Act on Arrangement for the Number Use Act), concerning



the application of the provisions of Article 20 as amended by this Cabinet Order.

**Supplementary Provisions [Cabinet Order No. 19 of February 15, 2017]  
[Extract]**

(Effective Date)

Article 1 This Cabinet Order comes into effect on the date on which the Arrangement Act comes into effect (May 30, 2017).

**Supplementary Provisions [Cabinet Order No. 292 of October 29, 2021]  
[Extract]**

(Effective Date)

Article 1 This Cabinet Order comes into effect on the date on which the provisions of Article 50 of the Act on the Arrangement of Related Laws for the Formation of a Digital Society (referred to as the "Arrangement Act" in paragraph (1) of the following Article and Article 4 of the Supplementary Provisions) come into effect (April 1, 2022; referred to as the "effective date of Article 50 of the Arrangement Act" in Article 4 of those Supplementary Provisions).

**Supplementary Provisions [Cabinet Order No. 31 of January 26, 2022]**

(Effective Date)

(1) This Cabinet Order comes into effect on the date of promulgation.

(Transitional Measures Accompanying the Partial Amendment of the Order for Enforcement of the Public Records and Archives Management Act)

(2) The provisions of Article 8, paragraphs (2), (4) and (8) and the Appended Table of the Order for Enforcement of the Public Records and Archives Management Act amended under Article 1 (referred to below as the "new Order") apply to administrative records (meaning the administrative records prescribed in Article 2, paragraph (4) of the Public Records and Archives Management Act (referred to as the "Act" in the following paragraph); the same applies below) for which the record creation and acquisition date (meaning the record creation and acquisition date prescribed in paragraph (5) of that Article; the same applies below) is on or after April 1, 2022; provided, however, that when the head of an administrative organ finds it contributes to the appropriate management of administrative records, that head may set the retention period and the expiration date of the retention period for

administrative records for which the record creation and acquisition date is before that date, pursuant to the provisions of Article 8, paragraphs (2) and (4) of the new Order.

- (3) The provisions of Article 8, paragraph (5) of the new Order apply to administrative records whose record creation and acquisition date is on or after April 1, 2021, and the provisions of paragraph (7) of that Article apply to administrative record files prescribed in Article 5, paragraph (2) of the Act whose file creation date prescribed in that paragraph is on or after that date, respectively.

### **Supplementary Provisions [Cabinet Order No. 260 of August 14, 2024]**

This Cabinet Order comes into effect on the item (ii) effective date (December 2, 2024).

Appended Table (Re: Article 8)

Title of Administrative Records		Retention Period
Enactment, amendment or repeal of laws and regulations and their background		
1	<p>The following records concerning any Act, Cabinet Order, Cabinet Secretariat Order, Cabinet Office Order, Ministerial Order, or other regulations:</p> <p>(a) planning basis records, and records of council, etc. and research and study records concerning the review of planning</p> <p>(b) a record in which the process of the examination of a bill or Cabinet Order bill is recorded</p> <p>(c) public comment procedures records and administrative organ deliberation records</p> <p>(d) approval records for requesting a cabinet meeting and records submitted to a cabinet meeting</p> <p>(e) approval records for the enactment, amendment, or repeal of the Cabinet Secretariat Order, Cabinet Office Order, Ministerial Order, or any other regulations</p> <p>(f) diet deliberation records</p> <p>(g) records concerning a public notice in an official gazette and other records concerning promulgation</p> <p>(h) approval records and research and study records for establishing standards for interpretation or operation</p>	20 years

(ii)	<p>The following records concerning treaties and other international agreements:</p> <p>(a) records concerning negotiations with a foreign state (meaning a state or region located outside the territory of Japan)</p> <p>(b) records concerning questions or opinions of other administrative organs or responses to them, and other records concerning liaison with other administrative organs and coordination with those administrative organs</p> <p>(c) research and study records concerning the review of a draft treaty or any other draft of an international agreement, and records in which the process of the review of that draft is recorded</p> <p>(d) the records stated in row (1), (d) and (f) through (h)</p> <p>(e) instruments of treaties, instruments of ratification, and similar records</p>	30 years
Decisions or agreements made at a cabinet meeting, a meeting consisting of the heads of relevant administrative organs or a ministry meeting (including those equivalent to them), and their background		
3	<p>The following records concerning the budget or settlement of accounts:</p> <p>(a) approval records for requesting a cabinet meeting and records submitted to a cabinet meeting</p> <p>(b) records concerning the settlement of accounts that were sent to the Board of Audit and records that have been audited by the Board of Audit</p> <p>(c) the budget, settlements of accounts for revenue and expenditure, and records submitted to the National Diet</p>	20 years
4	<p>The following records concerning answers to a letter of inquiry:</p> <p>(a) a record in which the process of creating a draft answer has been recorded</p> <p>(b) approval records for requesting a cabinet meeting and records submitted to a cabinet meeting</p> <p>(c) a record in which the answer is recorded</p>	20 years
5	<p>The following records concerning the basic policy, the basic plan, and other matters submitted to a cabinet meeting (excluding those stated in rows (1) through (4)):</p> <p>(a) planning basis records, records of council, etc., and research and study records concerning the review of planning</p> <p>(b) administrative organ deliberation records</p>	20 years

	(c) approval records for requesting a cabinet meeting and records submitted to a cabinet meeting	
(vi)	The following records concerning a decision or agreement of a meeting consisting of minister, etc. (meaning Ministers of State, Senior Vice-Ministers, Parliamentary Secretaries, and officials equivalent to them; the same applies in row (vii)) of two or more administrative organs: (a) planning basis records for a proposal regarding a decision or agreement of the meeting, and research and study records and administrative organ deliberation records concerning the review of the proposal (b) records submitted to the meeting as materials for review (c) a record in which the content of the decision or agreement of the meeting is recorded	10 years
7	The following records concerning a decision or an agreement of a ministry meeting (meaning a meeting consisting of minister, etc. of an administrative organ; the same applies below): (a) planning basis records for a proposal regarding a decision or agreement of a ministry meeting, and research and study records concerning the review of the proposal (b) records submitted to the ministry meeting as materials for review (c) a record in which the content of the decision or agreement of a ministry meeting is recorded	10 years
Agreements made between several administrative organs or the establishment of standards to be indicated to other administrative organs or local governments, and their background		
(viii)	The following records concerning agreements between two or more administrative organs: (a) planning basis records for the proposal concerning the agreement, and research and study records and administrative organ deliberation records concerning the review of that proposal (b) records submitted to a meeting with another administrative organ as materials for review, and records in which the proceedings of that meeting are recorded and records in which the process leading to the agreement is recorded (c) a record in which the content of the agreement is recorded	10 years

(ix)	The following records concerning the establishment of standards to be presented to other administrative organs or local governments and their background (excluding those stated in row (i), (h) and row (ii), (d)): (a) planning basis records, records of council, etc., and research and study records concerning the review of planning (b) approval records for establishing standards and records in which the process leading to the establishment of the standards is recorded (c) a record notifying other administrative organs or local governments of the standards	10 years
Acquisition or loss of rights and obligations of an individual or a corporation and their background		
10	The review standards stated in Article 2, item (viii), (b) of the Administrative Procedure Act, the disposition standards stated in (c) of that item, the administrative guidance guidelines stated in (d) of that item, and the approval records for establishing the standard processing period stated in Article 6 of that Act; and the records of council, etc., the research and study records, and the public comment procedure records concerning the review of their planning	10 years
(xi)	Approval records for granting permission, etc. and records in which the process leading to that permission, etc. is recorded	Five years after the specified date regarding the day when the permission, etc. ceases to be effective
(xii)	Approval records for making an adverse disposition stated in Article 2, item (iv) of the Administrative Procedure Act and records in which the process leading to that disposition is recorded	Five years after the specified date regarding the date on which the disposition is made
(xiii)	The following records concerning the granting of subsidies, etc. stated in Article 2, paragraph (1) of the Act on Regulation of Execution of Budget Pertaining to Subsidies, etc. (Act No. 179 of 1955): (a) records concerning the requirements for the granting (b) an approval record for the granting or records in which the process leading to the granting is recorded (c) a performance report on the subsidized project, etc.	Five years after the specified date regarding the day on which the project related to the granting ends
(xiv)	The following records concerning appeals:	Ten years after the

	<p>(a) a written complaint or a record recording the content of an oral statement made in an appeal</p> <p>(b) records of council, etc.</p> <p>(c) approval records for making an administrative determination, decision, or any other disposition, or records in which the process leading to that disposition is recorded</p> <p>(d) a written administrative determination or written decision</p>	specified date regarding the day on which an administrative determination, decision, or any other disposition is made
15	<p>The following records concerning litigation in which the State or an administrative organ is a party concerned:</p> <p>(a) records concerning the filing of litigation</p> <p>(b) records concerning allegations or proof in litigation</p> <p>(c) a judgment document or a record of a settlement</p>	Ten years after the specified date concerning the day on which the litigation is concluded
<b>Personnel matters concerning employees</b>		
(xvi)	<p>The following records concerning the establishment of or changes to the regulations for implementation of personnel evaluation:</p> <p>(a) research and study records concerning the review of planning</p> <p>(b) approval records for establishment or changes</p> <p>(c) a proposal for consultation on establishment or changes, a written response, and other records concerning consultation with the Prime Minister</p> <p>(d) records concerning the reporting of minor changes to the Prime Minister</p>	10 years
(xvii)	Approval records for establishing, amending or repealing plans concerning the implementation of training for employees or research and study records concerning the planning of those plans, and records in which the implementation status of training for employees is recorded	3 years
(xviii)	A written application for permission for a concurrent business of an employee and records concerning the permission for that application	3 years
(xix)	A record in which the content of the decision on the payment of the retirement allowance is recorded and a record in which the process leading to the decision is recorded	The period during which payment restrictions or other dispositions concerning payment may be imposed or five years, whichever is longer

Other matters		
20	<p>The following records concerning public notices, official directives, and circular notices (excluding those stated in rows (1) through (19)):</p> <p>(a) records of council, etc., and research and study records concerning the review of planning, and public comment procedures records</p> <p>(b) approval records for enactment, amendment, or repeal</p> <p>(c) records concerning public notice in the official gazette</p>	10 years
(xxi)	<p>The following records concerning the budget (excluding those listed in rows (3) and (5)):</p> <p>(a) records concerning the estimate of revenue, expenditures, ongoing expenses, permitted carry forward expenses and acts incurring national treasury debts, and records in which the decision-making that served as the basis for that preparation and the process leading to that decision-making are recorded</p> <p>(b) a written request for planned expenses, etc. stated in Article 20, paragraph (2) of the Public Finance Act (Act No. 34 of 1947), and records in which the decision-making that served as the basis for that preparation and the process leading to that decision-making are recorded</p> <p>(c) beyond what is stated in (a) and (b), a record in which the process leading to the approval of the budget is recorded</p> <p>(d) records concerning the allocation of revenue and expenditure budgets, ongoing expenses, and acts incurring national treasury debts</p>	10 years
(xxii)	<p>The following records concerning the settlement of accounts (excluding those listed in rows (3) and (5)):</p> <p>(a) a statement of accounts for revenue and expenditures, and a record in which the decision-making that served as the basis for that preparation and the process leading to the decision-making are recorded</p> <p>(b) statements and documentary evidence submitted or sent to the Board of Audit</p> <p>(c) records concerning the results of the audit by the Board of Audit</p> <p>(d) beyond what is stated in (a) through (c), a record in which the process leading to the submission of the settlement of accounts is recorded</p>	5 years

	(e) records concerning the examination of the settlement of accounts at the National Diet	
(xxiii)	Records concerning the request for organization and personnel, and records in which the decision-making that served as the basis for that request and the process leading to that decision-making are recorded	10 years
(xxiv)	<p>The following records concerning the establishment of or changes to the medium-term objectives (in the case of a national research and development agency prescribed in Article 2, paragraph (3) of the Act on General Rules for Incorporated Administrative Agencies, the medium to long-term objectives, and in the case of an agency engaged in administrative execution prescribed in paragraph (4) of that Article, the annual objectives; the same applies in (c)) of incorporated administrative agency, etc. under the Act on General Rules for Incorporated Administrative Agencies (Act No. 103 of 1999) and other Acts:</p> <p>(a) research and study records concerning the review of planning</p> <p>(b) approval records for establishment or changes</p> <p>(c) a medium-term plan (in the case of a national research and development agency prescribed in Article 2, paragraph (3) of the Act on General Rules for Incorporated Administrative Agencies, a medium to long-term plan, and in the case of an agency engaged in administrative execution prescribed in paragraph (4) of that Article, an annual objective plan), a business report, and other records submitted or publicized by incorporated administrative agency, etc. based on the provisions of any Act concerning the achievement of the medium-term objectives</p>	10 years
(xxv)	<p>The following records concerning the reporting, inspection, and any other instruction and supervision of incorporated administrative agency, etc. under the Act on General Rules for Incorporated Administrative Agencies and other Acts:</p> <p>(a) approval records for providing instruction and supervision and records in which the process leading to the instruction and supervision is recorded</p>	5 years



	(b) a record in which the content of the necessary measures for rectifying illegal acts, etc. and the results of other instruction and supervision are recorded	
(xxvi)	<p>The following records concerning the implementation of policy evaluations by the Government Policy Evaluations Act (Act No. 86 of 2001; referred to below as the "Policy Evaluation Act" in this row and row (27)):</p> <p>(a) approval records for establishing or changing the basic plan referred to in Article 6 of the Policy Evaluation Act or the implementation plan referred to in Article 7, paragraph (1) of the Policy Evaluation Act, records concerning the notification of that establishment or change, and records of the council, etc. related to that establishment or change and records in which the process leading to that establishment or change is recorded</p> <p>(b) approval records for creating an evaluation report and its summary, records concerning their notification, and records in which that creation process is recorded (excluding those stated in row (27))</p> <p>(c) approval records concerning the creation of the status of reflection of the results of policy evaluations in policies and records concerning the notification of that status of reflection, and records in which that creation process is recorded</p>	10 years
(xxvii)	<p>The following records concerning a public works project to be implemented as a project under the direct control of the government:</p> <p>(a) planning basis records, and records of council, etc. and research and study records concerning the review of planning</p> <p>(b) records concerning consultation or coordination with relevant administrative organs, local governments, and other relevant parties related to matters concerning the project plan and implementation of the public works project</p> <p>(c) approval records for implementing the project</p> <p>(d) records in which the estimated tendering expenses of the project are recorded and other records concerning bidding and contracts</p>	Five years after the specified date regarding the date of termination of the project or ten years after the specified date regarding the date of termination of ex-post evaluation, whichever is longer

	(e) construction logs, project completion reports and other records concerning the implementation of the project (f) records concerning ex-ante and ex-post evaluations by the Policy Evaluation Act	
(xxvii i)	Approval records and records of correspondence for awarding or depriving of honors or commendations (excluding those listed in row (5))	10 years
(xxix)	Diet deliberation records and records of council, etc. (excluding those stated in rows (1) through (28))	10 years
(xxx)	Administrative record file management registers and other administrative records to be continuously preserved for regular use in business	Open-ended
(xxxi)	Books for the management of acquired records	5 years
(xxxii )	Books for the management of approval records	30 years
(xxxii i)	Books in which the status of the transfer or destruction of administrative record files, etc. is recorded	20 years
<p>Remarks In this Table, the meanings of the terms stated below are as follows:</p> <p>(i) planning basis records: records in which the basic policies in relation to government, decision-making on important matters related to government, or treaties or any other international agreement that served as the basis for planning are recorded;</p> <p>(ii) records of council, etc.: records submitted to a council or other body with a council system, or to a meeting composed of persons with expert knowledge or other gathering, as materials for review, and records in which the business, response, proposal, report, or opinions of the body or the meeting are recorded, and records in which the decision or agreement of the body or the meeting, or the process leading to these are recorded;</p> <p>(iii) research and study records: records in which the results of the research or study and the process leading to those results are recorded;</p> <p>(iv) approval records: administrative records whose content has been determined or confirmed as the intention of an administrative organ by a person who has the decision-making authority of the administrative organ by affixing a seal, signing, or performing any other acts similar to them;</p> <p>(v) public comment procedures records: approval records concerning the implementation of the public comment procedures and public notice of the results;</p> <p>(vi) administrative organ deliberation records: records in which proposals pertaining to deliberations with other administrative organs, questions or opinions from other administrative organs concerning those deliberations, or responses to them are recorded, and other records concerning those deliberations;</p>		

(vii) Diet deliberation records: records in which an explanation of the purpose of a proposal or the content of deliberations at the National Diet is recorded, records concerning responses to questions that are expected to be asked at the National Diet, and other records concerning Diet deliberations; and

(viii) the specified date: April 1 of the fiscal year following the fiscal year that includes the day on which the retention period stated in Article 8, paragraph (9) is to be determined (in the case of row (27), the day on which the project terminates or the day on which the ex-post evaluation terminates) (if the head of an administrative organ finds that setting a day other than April 1, which is within one year from the day on which the retention period is to be determined, as the specified date contributes to the appropriate management of administrative records, that day).