Osaka University Archives Regulations

(Setting-up)
Article 1:
Osaka University (“University”) shall set up the Osaka University Archives (“University Archives”).

(Purpose)
Article 2:
The purpose of the University Archives is to promote proper management of specified historical public records and archives and the University’s historical materials under the Public Records and Archives Management Act (Act No. 66 of 2009) (“Act”) and to make said records and materials available for use by the University’s staff and students as well as the general public, thereby ensuring the smooth management and operation of the University and contributing to educational, research and social activities.

(Services)
Article 3:
The University Archives shall offer the following services to achieve the purpose stated in Article 2 above:
(1) Arrangement, preservation, publication, and study/research of specified historical public records under the Act
(2) Preservation, evaluation/selection, transfer, and study/research of historical public records under the Act
(3) Collection, Arrangement, preservation, publication and study/research of the University’s historical materials
(4) Services other than those specified in the preceding three Items necessary to achieve the purpose stated in Article 2 above.

(Divisions)
Article 4:
The following divisions shall be set up and placed in charge of the services of the University Archives stated in Article 3 above:
Corporate Document Division
Osaka University Historical Material Division

(Staff)
Article 5:
The University Archives shall have the following staff:
(1) Director
(2) Concurrent Academic Staff
(3) Other staff necessary for the services of the University Archives

(Director)
Article 6:
1. The President of the University shall appoint the Director of the University Archives, selected from among

the Full-time Professors of the University.

2. The Director shall be responsible for supervising the services of the University Archives.
3. The Director shall serve a term of two years and may be re-appointed.

(University Archives Steering Committee)

Article 7:

1. The University Archives Steering Committee ("Committee") shall be established to ensure smooth operation of the University Archives.
2. The Committee shall consist of the following members:
   (1) Director of the University Archives
   (2) Four persons appointed by the Director, selected from among the Concurrent Academic Staff of the University Archives
   (3) One Professor or Associate Professor, selected from among the Professors and Associate Professors of The Museum of Osaka University
   (4) Director of the Department of General Affairs
   (5) Director of the Administration Department of the University Libraries
   (6) Other persons deemed necessary by the Committee
3. The Committee members stated in Items (3) and (6) of the preceding Paragraph shall serve a term of two years and may be re-appointed.
4. The Committee shall have a Chairperson selected from among the Committee members stated in Item (1) of Paragraph 2 of this Article.
5. The Chairperson shall convene meetings of the Committee.
6. In the event of the inability of the Chairperson to act, the Committee member appointed by the Chairperson in advance shall perform the duties of the Chairperson.

(Proceedings of Committee Meetings)

Article 8:

1. The presence of a majority of the Committee members shall constitute a quorum of a meeting of the Committee.
2. Adoption of a resolution at a meeting of the Committee shall require the affirmative votes of a simple majority of members present at the meeting, and in case of parity of votes, the Chairperson shall have the casting vote.
3. Any persons other than the Committee members may attend a meeting of the Committee if deemed necessary by the Committee.
4. Matters concerning the operation of the Committee not specified in Article 7 and Article 8 shall be set forth separately.

(Administrative Affairs)

Article 9:

The Document Management Office of the General Affairs Division of the Department of General Affairs shall be

responsible for administrative affairs of the University Archives.

(Miscellaneous Provision)
Article 10:
Matters relating to the University Archives not specified herein shall be set forth separately.

Supplementary Provision
These Regulations shall come into effect on October 1, 2012.

Supplementary Provision
These Regulations as amended shall come into effect on April 1, 2013.

Supplementary Provision
These Regulations as amended shall come into effect on April 1, 2016.

Supplementary Provision
These Regulations as amended shall come into effect on August 26, 2017.