

Chapter I: General Provisions

(Purpose)

Article 1:

The purpose of these Regulations is to stipulate matters necessary for the preservation, use and disposal of Specified Historical Public Records and Archives (“Specified Historical Public Records”) held in the Osaka University Archives (“University Archives”) under the Public Records and Archives Management Act (Act No. 66 of 2009) (“Act”).

(Definitions)

Article 2:

The term “Specified Historical Public Records” as used herein shall mean the specified historical public records and archives defined in Paragraph 7 of Article 2 of the Act which have been transferred or donated to or deposited with the University Archives.

Chapter II: Preservation

Section 1: Acceptance

(Acceptance of the Historical Public Records Retained by the University)

Article 3:

1. With respect to the Historical Public Records retained by the National University Corporation Osaka University (“University”) (which hereafter mean the historical public records and archives defined in Paragraph 6 of Article 2 of the Act), which are required to be transferred to the University Archives upon expiration of the retention period, the University Archives must set the date of acceptance thereof to the earliest possible date following the expiration of the retention period and accept them on said date.
2. The University Archives must make the Specified Historical Public Records that have been accepted pursuant to the preceding Paragraph available for public use within one year in principle, after:
 - (1) Taking measures against bio-deterioration and other measures necessary for preservation thereof;
 - (2) Assigning a number or other identifying symbol to each of the Specified Historical Public Records for easier identification (“Identification Number”);
 - (3) Conducting a preliminary review to see whether there is a reason for restricting the use stated in Item 1 of Paragraph 1 of Article 11 (“Reason for Usage Restriction”) or not; and
 - (4) Making a catalog stated in Paragraph 1 of Article 9.
3. The University Archives must establish a policy for the preliminary review stated in Item 3 of the preceding Paragraph to facilitate the use of the Specified Historical Public Records.

(Acceptance of Documents Donated or Deposited)

Article 4:

1. When an offer is made to donate a specified document to or deposit it with the University Archives by a

corporation or other organization (excluding the national government and any independent administrative agency) (“Corporation”) or an individual, the University Archives must accept the document if said document is deemed to qualify as a Specified Historical Public Record.

2. Upon acceptance of the Specified Historical Public Record pursuant to the preceding Paragraph, the University Archives must determine the scope of restriction imposed on the use thereof and the period of such restriction if so requested by the donating or depositing entity and make the Specified Historical Public Record available for public use within one year after the acceptance thereof in principle, after:
 - (1) Taking the measures stated in Item 1 of Paragraph 2 of Article 3;
 - (2) Assigning the Identification Number stated in Item 2 of Paragraph 2 of Article 3; and
 - (3) Making a catalog stated in Paragraph 1 of Article 9.

(Handling of Copyrights)

Article 5:

If Specified Historical Public Records accepted by the University Archives pursuant to Article 3 or Article 4 include works or sounds or images incorporated in performances, recordings, broadcasts or wire-broadcasts (“Works”), then prior consent or permission to use the moral rights of the author, copyrights, performer’s moral rights or neighboring rights covering the Works must be obtained from the author, copyright owner, performer or owner of the neighboring rights as appropriate to ensure no problem will arise from the use of said Specified Historical Public Records.

Section 2: Preservation

(Method of Preservation)

Article 6:

1. The University Archives must keep the Specified Historical Public Records permanently in a dedicated storeroom (“Storeroom”) except those to be disposed of pursuant to Article 29.
2. The University Archives must control the temperature, humidity and lighting in the Storeroom stated in the preceding Paragraph, and take appropriate measures for crime prevention, disaster preparedness and protection against bio-deterioration.
3. The University Archives must endeavor to take measures necessary to enable the use of the Specified Historical Public Records in an electronic or magnetic record (which means records created in an electronic, magnetic, or any other format that cannot be perceived through the human senses) in a manner appropriate to the nature of said records. Such measures must include, but not be limited to, converting the format.
4. The University Archives must assign the Identification Number to the Specified Historical Public Records pursuant to Item 2 of Paragraph 2 of Article 3 and Item 2 of Paragraph 2 of Article 4.

(Copies)

Article 7:

The University Archives must formulate a policy for making copies of Specified Historical Public Records and produce copies thereof using appropriate recording media in line with the policy, to ensure that the Specified Historical Public Records will be preserved and used in a manner appropriate to the content thereof, the preservation status, the passage of time, the status of use, etc..

(Prevention of Personal Information Leakage)

Article 8:

If any Personal Information (which means that information relating to a living individual which falls under those containing a name, date of birth, or other descriptions etc. whereby a specific individual can be identified (including those which can be readily collated with other information and thereby identify a specific individual)) is contained in the Specified Historical Public Records, the University Archives must take the following measures to prevent leakage of said Personal Information pursuant to Paragraph 3 of Article 15 of the Act:

- (1) Locking the Storeroom or otherwise restrict physical access to the Specified Historical Public Records
- (2) Taking measures necessary to prevent unauthorized computer access, as defined in Paragraph 4 of Article 2 of the Act on Prohibition of Unauthorized Computer Access (Act No. 128 of 1999), to the Personal Information contained in the Specified Historical Public Records
- (3) Providing education and training for staff of the University Archives
- (4) Taking other measures as necessary

(Preparing and Making of a Catalog)

Article 9:

1. The University Archives must preparing and making a catalog containing the following information for each collection of Specified Historical Public Records:
 - (1) Classification and title
 - (2) Name of those who have transferred, donated or deposited the Specified Historical Public Records
 - (3) Time of the relevant transfer, donation or deposit
 - (4) Preservation location
 - (5) Type of recording media
 - (6) Identification Number
 - (7) Presence or absence of digital images accessible on the Internet
 - (8) Type of Usage Restriction (Select from among: “entire use permitted,” “partial use permitted,” “use forbidden” and “examination required.”)
 - (9) Other particulars necessary to contribute to the appropriate preservation and use thereof
2. The University Archives must not include the information stated in (a) and (b) in Item 2 of Paragraph 1 of Article 16 of the Act or in Item 4 of said Paragraph in the catalog stated in the preceding Paragraph.
3. The University Archives must make the catalog stated in Paragraph 1 of this Article available for public inspection and accessible on the Internet.

Chapter III: Use

Section 1: Request for Use

(Procedures for Request for Use)

Article 10:

1. Upon receipt of a request for the use of a Specified Historical Public Records (“Request for Use”), the University Archives must require the requesting person to submit a Request for Use Form in which the following

information must be specified:

- (1) Name and address of the requesting person, or the name of the representative and location if the requesting person is a Corporation
 - (2) The Identification Number and the title listed in the catalog of the Specified Historical Public Records for which the Request for Use is submitted (the title is optional)
 - (3) Preferred method of use of the Specified Historical Public Records (optional)
 - (4) If delivery of copies of the Specified Historical Public Records is requested as a preferred method of use stated in (3) above, the method of producing copies to be selected from among the options stated in Paragraph 2 of Article 19, the scope of the Specified Historical Public Records to be copied, the number of copies, and the method of delivery thereof (optional)
2. The University Archives must prepare a standard Request for Use Form and make the form available in the reading room and accessible on the Internet with a view to facilitating and streamlining the procedures for Request for Use.
 3. The Request for Use Form stated in Paragraph 1 of this Article must be submitted by either of the following methods; if the form is submitted by method (2), the postage must be paid by the requesting person:
 - (1) Handing over at the reception of the reading room
 - (2) Sending by mail to the University Archives
 4. If a Request for Use Form is submitted by method (2), the request must be deemed to be made upon receipt of the form by the University Archives.
 5. If a Request for Use Form is found to contain any formal error, the University Archives may require the person submitting the form ("Requesting Person") to correct the error by a reasonable deadline.

(Handling of Request for Use)

Article 11:

1. The University Archives must, when receiving a Request for Use stated in Article 10, permit the use thereof, except in the following cases:
 - (1) When the following information is recorded in the relevant Specified Historical Public Records:
 - (a) Information stated in Item 1 of Article 5 of the Act on Access to Information Held by Independent Administrative Agencies (Act No. 140 of 2001) ("Act on Access to Information")
 - (b) Information stated in Item 2 and (a), (b), (c) and (g) of Item 4 of Article 5 of the Act on Access to Information
 - (2) When the relevant Specified Historical Public Records have been donated or deposited by a Corporation or individual on condition that all or part thereof will not be disclosed for a certain period, and the relevant period has not yet elapsed: or
 - (3) When providing the originals of the relevant Specified Historical Public Records for use is likely to result in the damage or defacement of the relevant originals, or when the relevant originals are currently being used:
2. The University Archives must, when judging whether or not Specified Historical Public Records pertaining to a Request for Use fall under Item (1) of the relevant Paragraph, to consider the passage of time since the relevant Specified Historical Public Records were prepared or obtained as corporate documents, and shall, when an opinion has been attached to the relevant Specified Historical Public Records pursuant to Paragraph 5 of Article 11 of the Act, take into consideration the relevant opinion.

3. The University Archives must consider the passage of time pursuant to the preceding Paragraph on the condition that in principle, the period of Usage Restriction must not exceed thirty years after the preparation or obtention of the Specified Historical Public Records.

(Partial Use)

Article 12:

1. The University Archives must, even in the cases set forth in Item 1 or 2 of Paragraph 1 of Article 11, when it is possible to easily divide and exclude the portion in which the information stated in Item 1 of Paragraph 1 of the relevant Article, or the conditions specified in Item 2 of the Paragraph 1 is recorded (“Usage-restricted Information”), permit the person that has made a Request for Use to use the portion other than the excluded portion; provided, however, that this does not apply when it is found that no meaningful information is recorded in the relevant portion other than the excluded portion.
2. The divide and exclusion of Usage-restricted Information pursuant to the preceding Paragraph must be done using either of the following methods as appropriate to the type of the Specified Historical Public Records:
 - (1) Document or picture: Making a copy of the document or picture and black out the Usage-restricted Information on the copy, or if agreed by the Requesting Person, covering the portion of the document or picture where Usage-restricted Information appears
 - (2) Electronic or magnetic record: Making a copy of the record and delete the Usage-restricted Information on the copy

(Handling of the Personal Information of Individual Concerned)

Article 13:

1. The University Archives must, when receiving a Request for Use from a specific individual identified by the information stated in (a) of Item 1 of Paragraph 1 of Article 11 (“Identifiable Individual”) for the use of Specified Historical Public Records in which the relevant information is recorded, permit the use of the portion of the relevant Specified Historical Public Records in which the information stated in these provisions is recorded, on condition that a document shown below is indicated, except when information that is likely to cause harm to the life, health, livelihood or property of the Identifiable Individual is recorded therein.
 - (1) Driver’s license or health insurance card on which the name and address of the Requesting Person is written; Individual Number Card defined in Paragraph 7 of Article 2 of the Act on the Use of Numbers to Identify a Specific Individual in Administrative Procedures (Act No. 27 of 2013); residence card defined in Paragraph 3 of Article 19 of the Immigration Control and Refugee Recognition Act (Act No. 319 of 1951); special permanent resident certificate defined in Paragraph 1 of Article 7 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 other document issued under the law or pursuant to an order under the law which certifies that the Requesting Person is the Identifiable Individual.
 - (2) Any other document acknowledged by the University Archives as serving the purpose of identifying the Requesting Person as the Identifiable Person, if the Requesting Person is unable to present or submit any of the documents stated in the preceding Paragraph due to an unavoidable circumstance.
2. Notwithstanding the provision of the preceding Paragraph, if a Request for Use Form is submitted by the method stated in (2) of Paragraph 3 of Article 10, the Requesting Person may present to the University Archives a copy

of any of the documents stated in the preceding Paragraph produced by a copying machine, along with a copy of resident card of Requesting Person or any other document which is acknowledged by the University Archives as serving the purpose of identifying the Requesting Person as the person shown in the copy thereof, and which is prepared within thirty days before the date of the Request for Use.

(Granting a Third Party an Opportunity to Submit a Written Opinion)

Article 14:

1. When information concerning a person other than the State, an incorporated administrative agency, etc., a local public entity, a local incorporated administrative agency, and a person that has made a Request for Use (“Third Party”) is recorded in the Specified Historical Public Records pertaining to the Request for Use, the University Archives, when deciding whether or not to permit the use of the relevant Specified Historical Public Records, may notify the Third Party of the following, and may grant an opportunity to submit a written opinion under Paragraph 1 of Article 18 of the Act:
 - (1) Title of the Specified Historical Public Records for which the Request for Use is submitted
 - (2) Date of the Request for Use
 - (3) Information concerning the Third Party contained in the Specified Historical Public Records for which the Request for Use is submitted
 - (4) The place and the deadline for submitting a written opinion if the Third Party submits one
2. The University Archives must, when permitting the use of Specified Historical Public Records in which information concerning the Third Party is recorded, and when it is found that the relevant information falls under the information prescribed in (b) of Item 1 or the proviso of Item 2 of Article 5 of the Act on Access to Information, notify the Third Party in writing of the following, before making a decision to permit the relevant use, and must grant them an opportunity to submit a written opinion under Paragraph 2 of Article 18 of the Act; provided, however, that this does not apply in cases when the Third Party’s location is unknown.
 - (1) Title of the Specified Historical Public Records for which the Request for Use is submitted
 - (2) Date of the Request for Use
 - (3) Reason for applying the provision of Paragraph 2 of Article 18 of the Act
 - (4) Information concerning the Third Party contained in the Specified Historical Public Records for which the Request for Use is submitted
 - (5) The place and the deadline for submitting a written opinion if the Third Party submits one
3. In cases where the Third Party that was granted an opportunity to submit a written opinion pursuant to the provisions of Paragraph 1 or 2 submits a written opinion manifesting the intention of opposition to the use of the relevant Specified Historical Public Records (“Written Opposition”), the University Archives must, when making a decision to permit the use of the relevant Specified Historical Public Records, place at least two weeks between the day of decision and the day of permitted use. In this case, upon making a decision the University Archives must immediately notify the Third Party that submitted the written opinion, in writing to effect that a decision to permit use pursuant to Paragraph 4 of Article 18 of the Act was made, the grounds for its decision, and the date of permitting the relevant use.

(Decision on Use)

Article 15:

1. Upon receipt of a Request for Use, the University Archives must immediately make a decision on whether to accommodate the request or not (“Decision on Use”), provided that if some time is required to investigate whether any Reason for Usage Restriction exists or not or for any other reasons, the University Archives must make a Decision on Use within thirty days after the date of the Request for Use. If correction of a Request for Use Form is required by the University Archives pursuant to Paragraph 5 of Article 10, the time required for said correction must not be counted in the thirty-day period stated above.
2. The University Archives must make the Decision on Use for each Specified Historical Public Records for which a Request for Use is submitted. The Decision on Use must be one of the following:
 - (1) Use of the Specified Historical Public Records is permitted in whole, provided that if the permission is given on condition that said Record is to be offered for use by means of inspection of a copy thereof pursuant to the proviso of Article 19 of the Act, this condition must be expressly stated. The same must apply to the following Item.
 - (2) Use of the Specified Historical Public Records is not permitted in part.
 - (3) Use of the Specified Historical Public Records is not permitted at all.
3. Notwithstanding the provision of Paragraph 1 of this Article, the University Archives, in making the Decision on Use, may extend the period stated in the proviso of said Paragraph by a maximum of thirty days if there is some difficulty in administrative procedures or any other justifiable reason. In this case, the University Archives must notify the Requesting Person of the extended period along with the reason for the extension without delay.
4. If making the Decision on Use of a Specified Historical Public Records within sixty days after the date of Request for Use is likely to pose a significant obstacle to administrative work due to the huge volume of the relevant Specified Historical Public Records, the University Archives, notwithstanding the provisions of Paragraphs 1 and 3 of this Article, may make the Decision on Use for some part of the relevant Specified Historical Public Records within the sixty-day period and for the rest thereof within a reasonable period of time. In this case, the University Archives must notify the Requesting Person of the following in writing within thirty days (excluding the time required for the correction of a Request for Use Form stated in Paragraph 5 of Article 10, if any):
 - (1) The decision to apply this provision and the reason for doing so
 - (2) The deadline by which the Decision on Use for the rest will be made

(Notification of Decision on Use)

Article 16:

1. When making a Decision on Use of a Specified Historical Public Records, the University Archives must notify the Requesting Person thereof by means of a written notice stating the following (“Written Notice of Decision”):
 - (1) Decision about the Request for Use of a Specified Historical Public Records
 - (2) If the Request for Use is not permitted, the reason for the decision (including the case where the inspection of the original record is not permitted pursuant to the proviso of Article 19 of the Act)
 - (3) Method of use
2. The Written Notice of Decision must be sent along with a form to request the method of use by the Requesting Person (Method of Use Notification Form).
3. The Decision on Use must be notified in person at the reading room or sent by mail to the Requesting Person if so requested by the Requesting Person.

(Method of Use)

Article 17:

1. When the University Archives permits the use of Specified Historical Public Records, this is given through allowing the inspection of or delivering copies of documents or pictures, and for electronic or magnetic records by means of the following:
 - (1) Hearing, viewing or inspection of the electronic or magnetic records played on specified equipment
 - (2) Inspection or delivery of a print-out of the electronic or magnetic records
 - (3) Delivery of the electronic or magnetic records copied onto an electronic medium
2. Electronic or magnetic records stated in the preceding Paragraph must be offered by means of a user-friendly manner, which take into consideration details such as the state of development of information technology.
3. The Requesting Person must specify the method of use on the Request for Use Form or Method of Use Notification Form and submit it to the University Archives.
4. The Requesting Person must submit a Method of Use Notification Form within thirty days after the Requesting Person is notified of the Decision on Use, however, that this does not apply in cases when the Requesting Person is unable to submit the form within said time period for a justifiable reason.
5. Regarding the methods of submitting the Method of Use Notification Form, the provision of Paragraph 3 of Article 10 must apply mutatis mutandis.

(Method of Inspection)

Article 18:

1. Specified Historical Public Records must be made available for inspection in the reading room.
2. Matters relating to the use of Specified Historical Public Records in the reading room must be set forth separately.

(Method of Delivering Copies)

Article 19:

1. Requesting Persons may request copies of Specified Historical Public Records either in whole or in part. In case of the latter, the University Archives must require the Requesting Person to specify the portion of the relevant Specified Historical Public Records to be copied.
2. Requesting Persons must request the method of delivering copies from among the options offered by the University Archives given below for each type of Specified Historical Public Records and specify the number of copies they need.
 - (1) Documents or pictures (including copies thereof made for the use pursuant to Paragraph 3 of Article 16 of the Act; the same must apply to the following Item):
 - (a) Copy of the documents or pictures on paper
 - (b) Print-out of the scanned copy of the documents or pictures
 - (c) The scanned copy of the documents or pictures, copied onto optical disc (which means one that can be played on a device compatible with JIS X0606- and X6281-compliant optical discs with a diameter of 120 mm or JIS X6241-compliant optical discs with a diameter of 120 mm)
 - (d) Print-out of the image of the documents or pictures captured by digital camera, etc.

- (e) The image of the documents or pictures captured by digital camera, etc., copied onto optical disc
- (2) Electronic or magnetic record
 - (a) Print-out of the electronic or magnetic record
 - (b) Copy of the electronic or magnetic record in an optical disc
- 3. When a Requesting Person indicates the portion of the relevant Specified Historical Public Records to be copied, the method of delivering copies and the number of copies needed, the University Archives must immediately calculate the handling fee based on the handling fee list (appendix “Attachment”) and notify the Requesting Person of the amount thereof.
- 4. After confirming the receipt of the handling fee paid pursuant to Article 20, the University Archives must immediately deliver the copies to the Requesting Person.
- 5. Copies may be delivered at the University Archives, or sent by mail to the Requesting Person if so requested by the Requesting Person. In case of the latter, the postage must be paid by the Requesting Person.

(Handling Fees, etc.)

Article 20:

- 1. When delivering copies of Specified Historical Public Records to Requesting Persons, the University Archives must calculate the handling fee based on the handling fee list and specify the method of payment selected from among the following:
 - (1) Paying the fee directly to the University Archives
 - (2) Sending the fee by registered mail to the University Archives
 - (3) Transferring the amount to the bank account designated by the University Archives
- 2. Expenses incurred in paying the fee by method (2) or (3) above must be borne by the Requesting Person.
- 3. The University Archives must make the handling fee list available at the reading room at all times, and accessible on the Internet.

(Request for Review)

Article 21:

- 1. When a request for review pursuant to Paragraph 1 of Article 21 of the Act is filed, President of Osaka University (“President”) must, except in case that fall under any of the following items, consult the Public Records Management Commission stated in Paragraph 1 of Article 28 of the Act (“Commission”) based on Paragraph 4 of Article 21 of the Act:
 - (1) When the request for review is unlawful and is to be dismissed; or
 - (2) When, by a determination, the request for review is upheld in full, and the use of all the Specified Historical Public Records pertaining to the request for review is to be permitted (this excludes cases in which a Written Opposition regarding the use of the Specified Historical Public Records has been submitted).
- 2. When the President has consulted the Commission pursuant to the preceding Paragraph, the President must notify the following persons thereof:
 - (1) The person filing the request for review and other persons involved in the request
 - (2) The Requesting Person (excluding the case where the Requesting Person is the person filing the request for review or is involved therein)

- (3) The Third Party submitting a Written Opposition to the use of the Specified Historical Public Records for which the request for review has been filed (excluding the case where the Third Party is the person filing the request for review or is involved therein)
3. The provision of Paragraph 3 of Article 14 must apply mutatis mutandis when making any of the following decisions:
 - (1) Dismissing or rejecting the request for review submitted by the Third Party who has filed an objection to the decision to permit the use of the relevant Specified Historical Public Records
 - (2) Changing the decision on the Request for Use of the relevant Specified Historical Public Records (excluding the decision that permits the use thereof) for which a request for review has been filed and permitting the use of said Specified Historical Public Records (only in the case where the Third Party involved in the request for review has filed an objection to the use thereof)
4. The President must, when receiving the report with respect to the consultation stated in Paragraph 1 of this Article from the Commission, make the decision based on report without delay.

Section 2: Promotion of Use

(Simple Procedures for Use)

Article 22:

1. The University Archives must strive to set simple procedures for use of the Specified Historical Public Records specified in Article 16 of the Act in addition to the methods of use provided for from Article 10 to Article 21 hereof excluding the one stated in the following Paragraph.
2. The University Archives must actively strive to provide Specified Historical Public Records for public use through making the images and other information of Specified Historical Public Records accessible on the Internet.

(Exhibitions and Other Events)

Article 23:

The University Archives must promote the use of Specified Historical Public Records by organizing exhibitions, inspection tours to the University Archives and other events after formulating annual plans therefor.

(Lending of Specified Historical Public Records)

Article 24:

Upon receipt of a request from an external organization for the loan of any of the Specified Historical Public Records for use in events held for academic research, social education, or other public purposes, the University Archives may lend the relevant Specified Historical Public Records to said organization under regulations set forth separately.

(Special Use of Originals)

Article 25:

If use of the original of the Specified Historical Public Records is requested in the case where the use thereof is likely to adversely affect its preservation status but the copy thereof cannot serve the purpose of use, then the University

Archives may offer the original thereof for use to the Requesting Person under regulations set forth separately, after taking measures to ensure that the original is handled extremely carefully.

(Reference Service)

Article 26:

1. The University Archives must offer a reference service with a view to promoting the effective use of Specified Historical Public Records. However, this provision does not obligate the University Archives to offer information for purposes beyond the scope of the responsibilities thereof, including, but not limited to, appraising, deciphering, and translating Specified Historical Public Records.
2. The University Archives may accept requests for the reference service given orally, by phone, in writing or by other methods during the open hours of the reading room.

Section 3: Use by Transferring Divisions

(Use by Transferring Divisions)

Article 27:

1. When a person affiliated with a Division of the University that has transferred the Specified Historical Public Records (“Transferring Division”) requests the use of said Specified Historical Public Records under the special provision stated in Article 24 of the Act, the University Archives must require the person to present the ID card of the University and submit an application form for use of the Specified Historical Public Records by the Transferring Division.
2. If a person affiliated with the Transferring Division requests inspection of the relevant Specified Historical Public Records outside of the University Archives, the University Archives, notwithstanding the provision of Article 18, must permit the inspection thereof for the period up to thirty days.

Section 4: Open Hours and Closed Days

(Open Days of the University Archives)

Article 28:

1. The University Archives must be open every day to offer services relating to the use of Specified Historical Public Records except the following days:
 - (1) Sundays and Saturdays
 - (2) Holidays stated in the Act on National Holidays (Act No. 178 of 1948)
 - (3) New Year holidays from December 29 to January 3 of the following year
2. Notwithstanding the provision of the preceding Paragraph, the University Archives may open or close temporarily when necessary. In this case, the University Archives must make public the schedule and the reason for the temporary opening or closing at least two weeks in advance in principle.
3. The University Archives must be open from 9:30 a.m. to 4:30 p.m., and Requests for Use must be accepted from 9:30 a.m. to noon and from 1:00 p.m. to 4:00 p.m.

4. Notwithstanding the provision of the preceding Paragraph, the University Archives may change the open hours temporarily when necessary. In this case, the University Archives must make public the change of open hours and the reason thereof in advance.

Chapter IV: Disposal

(Disposal of Specified Historical Public Records)

Article 29:

1. When the University Archives finds that the Specified Historical Public Records being preserved have become illegible and unrepairable due to extreme deterioration and are no longer important as historical material, the University Archives may consult with the Prime Minister, and upon obtaining their consent, may dispose of the relevant Specified Historical Public Records.
2. When the University Archives has disposed of Specified Historical Public Records pursuant to the preceding Paragraph, the University Archives must prepare a record relating to the disposal and make public the record.

Chapter V: Training

(Implementation of Training)

Article 30:

1. The University Archives is to provide the staff with training to acquire and improve the specialized knowledge and skills necessary to ensure appropriate and effective preservation and use of historical public records and archives.
2. In addition to the training stated in the preceding Paragraph, the University Archives is to provide the Trustee of Osaka University and Osaka University Staff with training to acquire and improve knowledge and skills necessary to ensure appropriate and effective preservation and transfer of historical public records and archives.
3. In implementing the training stated in Paragraphs 1 and 2 of this Article, the University Archives must develop a training program, based on the understanding of the necessity of such training.
4. After implementing the training stated in Paragraphs 1 and 2 of this Article, the University Archives must endeavor to evaluate the effects of the training, thereby improving the preservation and transfer of historical public records.

Chapter VI: Miscellaneous Provision

(Report on the State of Preservation and Use)

Article 31:

1. Each year, the University Archives must report to the Prime Minister on the state of preservation and use of Specified Historical Public Records.
2. The University Archives must conduct an investigation if necessary for submitting the report stated in the preceding Paragraph.

(Availability of Regulations)

Article 32:

The University Archives must make these Regulations available at the reading room at all times, and accessible on the Internet.

(Miscellaneous Provision)

Article 33:

Beyond what is specified in these Regulations, other particulars necessary for the enforcement of this Regulation are specified by the University Archives.

Supplementary Provision

These Regulations 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 October 1, 2018.

Supplementary Provision

These Regulations as amended shall come into effect on July 1, 2019.

Attachment (Article 19)

Type of Specified Historical Public Records	Method of delivering copies	Handling fees charged for the delivering copies
1. Documents or pictures (including copies thereof made for use pursuant to Article 7 hereof and Paragraph 3 of Article 16 of the Act)	(a) Delivery of a copy on paper	(1) Black and white copy: ¥10 per sheet (B5, A4, B4 and A3 sized sheet only)
		(2) Color copy: ¥20 per sheet (B5, A4, B4 and A3 sized sheet only)
	(b) Delivery of a print-out of the scanned copy (Only a document or picture sized A3 or smaller when spread out can be scanned.)	(1) Black and white print-out: ¥120 per sheet (B5, A4, B4 and A3 sized sheet only)
		(2) Color print-out: ¥230 per sheet (B5, A4, B4 and A3 sized sheet only)
	(c) Delivery of the scanned copy, copied onto an optical disc (Documents or pictures sized A3 or larger when spread out cannot be scanned.)	(1) Optical disc that can be played on a device compatible with JIS X0606- and X6281-compliant optical discs with a diameter of 120 mm: ¥100 per optical disc plus ¥80 per sheet of the document or picture
		(2) Optical disc that can be played on a device compatible with JIS X6241-compliant optical discs with a diameter of 120 mm: ¥120 per optical disc plus ¥80 per sheet of the document or picture
	(d) Delivery of a print-out of the image captured by digital camera, etc.	(1) Black and white print-out: ¥120 per B5 or A4 sized sheet (or ¥130 if a slip sheet is used) ¥140 per B4 or A3 sized sheet (or ¥150 if a slip sheet is used)
		(2) Color print-out: ¥230 per B5 or A4 sized sheet (or ¥240 if a slip sheet is used) ¥380 per B4 or A3 sized sheet (or ¥390 if a slip sheet is used)

	(e) Delivery of the image captured by digital camera, etc. copied onto an optical disc	(1) Optical disc that can be played on a device compatible with JIS X0606- and X6281-compliant optical discs with a diameter of 120 mm: ¥100 per optical disc plus ¥80 per sheet of the document or picture (or ¥90 if a slip sheet is used)
		(2) Optical disc that can be played on a device compatible with JIS X6241-compliant optical discs with a diameter of 120 mm: ¥120 per optical disc plus ¥80 per sheet of the document or picture (or ¥90 if a slip sheet is used)
2. Electronic or magnetic Record (including copies thereof made for use pursuant to Article 7 hereof and Paragraph 3 of Article 16 of the Act)	(a) Delivery of a print-out	(1) Black and white print-out: ¥10 per sheet (B5, A4, B4 and A3 sized sheet only)
		(2) Color print-out: ¥20 per sheet (B5, A4, B4 and A3 sized sheet only)
	(b) Delivery of a copy in an optical disc	(1) Optical disc that can be played on a device compatible with JIS X0606- and X6281-compliant optical discs with a diameter of 120 mm: ¥100 per optical disc plus ¥210 per file
		(2) Optical disc that can be played on a device compatible with JIS X6241-compliant optical discs with a diameter of 120 mm: ¥120 per optical disc plus ¥210 per file

Notes:

- (1) If the copy/print-out is double-sided, each side counts as one sheet in the cases stated in (a), (b), and (d) of Item 1 and (a) of Item 2.
- (2) “Optical disc that can be played on a device compatible with JIS X0606- and X6281-compliant optical discs with a diameter of 120 mm” shown in the above table means CD-R and “Optical disc that can be played on a device compatible with JIS X6241-compliant optical discs with a diameter of 120 mm” shown therein means DVD-R.