

**Okinawa Institute of Science and Technology School Corporation
Rules for Corporate Records Management and
University Archive**

Approved by the President
April 1, 2022

Article 1 Purpose

The purpose of these Rules shall be to set out the necessary matters regarding the corporate records management at the Okinawa Institute of Science and Technology School Corporation (hereinafter referred to as the “Corporation”), in accordance with the Act on Public Records and Archives Management Act (Act No. 66 of 2009, hereinafter referred to as the “Act”).

Article 2 Policy

1. The Corporation’s officers and employees must prepare and store Corporate Records electronically whenever it is possible, to achieve more accurate and efficient administrative operations and to meet the environmental protection objectives.
2. In recognition of the importance of documenting and preserving records of organizational decision-making and administrative or business performance, the Corporation’s officers and employees must keep such records searchable and accessible for the purposes of present operations, internal and external verification and audit, as well as future historical research.
3. In accordance with the relevant laws and regulations and these Rules, the Corporation’s officers and employees must handle carefully and properly manage the Corporation’s Corporate Records, regardless of their content.

Article 3 Definitions

The terms in these Rules shall be as defined in the following item;

- (1) Corporate Records
Documents and records (including drawings and electromagnetic

records, the same applies hereinafter) created or acquired by the Corporation's officers and employees in the course of their duties and currently held by the Corporation for organizational use by the Corporation's officers and employees. However, research data, research papers and other documents created in the course of research activities and not used systematically by the Corporation's officers and employees and those listed in each item of Paragraph 5 of Article 2 of the Act are excluded. Provided, documents and records used systematically by the Corporation's officers and employees, such as budget execution plans and execution reports prepared in research promotion, application documents for research expenses, records relating to research evaluation, minutes and distributed materials at faculty meetings and other committees, etc. shall be regarded as Corporate Records.

(2) Corporate Record File

A set of the Corporation's Corporate Records that are closely related to each other and have been combined into a single set as it is appropriate to have the same preservation period.

(3) Corporate Record File Registry

A registry containing the classification, identifiable title, preservation period, date of expiration of preservation period, record schedule, location of retention and other necessary details of the Corporation's Corporate Record Files.

(4) Electric Records

A record made by an electronic method, a magnetic method or any other method that cannot be recognized by the perception of others.

(5) Electronic Documents

The Corporate Records (including emails) created by electromagnetic records.

(6) National Archive of Japan

The Incorporated Administrative Institution National Archives of Japan and the archives established by them.

(7) Minor Case

In cases where Corporate Records are not prepared and retained, this means that they are not required to be verified after the fact, their contents have no historical value and do not interfere with the decision-making or administration, etc., of the Corporation.

(8) Transfer

Unless otherwise stated, refers to transfer the Corporate Records to the National Archives of Japan.

(9) University Archive

A corporate records archive established by the Corporation.

(10) Historical Records

Public Records and other documents of historical importance that fall into one of the following categories [I] to [V].

[I] Documents containing important information concerning the review processes, decisions, performances, and achievements of national policies;

[II] Documents recording important information concerning the people's rights and duties;

[III] Documents recording important information concerning the social and natural environments, etc. surrounding the people;

[IV] Documents recording important information concerning the national history, culture, academic affairs, and events, etc.; and

[V] Documents designated by the government or a government agency.

(11) Non-disclosure Information

The information as defined in Article 5 of the Act on Access to Information Held by Incorporated Administrative Agencies (Act No. 140 of 2001).

Article 4 General Manager for Corporate Record Management

1. The Secretary General shall be appointed as the General Manager for Corporate Record Management (hereinafter referred to as the "General

Manager”) in the Corporation.

2. The General Manager shall perform the following administrative duties;
 - (1) Preparing and updating the Corporate Document File Registry and transfer-disposal registry;
 - (2) Making necessary response to the Cabinet Office or other relevant ministers, pursuant to the related laws and regulations and implementation of necessary improvements;
 - (3) Providing necessary trainings;
 - (4) Necessary measures for the Corporate Records management in connection with the establishment, revision or abolition of the organization of the Corporation;
 - (5) Establishing and publishing necessary rules and standards to implement these Rules;
 - (6) Supervising administrations regarding Corporate Records Management at the Corporation and organizing management as well as guidance;
 - (7) Management and operation of the Corporation’s Document Management System (hereinafter referred to as the “DMS”);
 - (8) Operating the University Archive; and
 - (9) Making necessary written reports to the Prime Minister or other relevant ministers, pursuant to the related laws and regulations.
3. The General Manager shall periodically review and, if necessary, revise the Appendix Table “Standards for Preservation Period and Record Schedule”.

Article 5 University Archivist

1. The Section Leader of the Rules and Compliance Section shall be appointed as the University Archivist in the Corporation.
2. The University Archivist shall be responsible for the Corporation’s Corporate Records management stored in the University Archive, under the supervision of the General Manager.
3. The University Archivist shall assist the General manager in the affairs listed in Items 1 through 9 of Paragraph 2 of Article 4.

4. The University Archivist shall manage the setting of the permissions of DMS, etc., on behalf of the General Manager.
5. The University Archivist may appoint an Assistant University Archivist from the secretariat to carry out the practices mentioned in the preceding three paragraphs.

Article 6. Responsible Officer for Corporate Record Management

1. The Vice President or Dean shall be appointed as the Responsible Officer for Corporate Record Management (hereinafter referred to as the “Officer”) in the Corporation at each of the departments provided in Article 4 of the Rules for Approval Authorities.
2. Under the direction of the General Manager, the Officer must take necessary measures or give instruction as necessary for the proper management of Corporate Records in the department under their jurisdiction.
3. When requested by the General Manager under Paragraph 1 of Article 24, the Officer must report to the General Manager the status and the results of the inspection of the management of Corporate Records in the department under their jurisdiction.

Article 7 Corporate Record Manager

1. The faculty member, Section Leader or person nominated by the General Manager as equivalent shall be appointed as the Corporate Record Manager (hereinafter referred to as the “Manager”) in the Corporation at each of the departments provided in the responsibility table of the Corporation’s PRP Part 2 and each of the research units.
2. The Manager must, in accordance with the instructions of the Officer of the belonging department, perform the following administrative duties in relation to the management of the Corporate Records in each department, etc.
 - (1) Retention;
 - (2) Creation and management of Corporate Record Files;
 - (3) Assignment of record schedule;
 - (4) Administrations for the transfer or disposal of the Corporate Record

Files;

- (5) Necessary measures for corporate record management such as internal transfer in accordance with establishment, rearrangement and abolition of organization;
 - (6) Internal transfer of Corporate Record Files to the University Archive;
 - (7) Arrangement and inspection of management and match against the DMS;
 - (8) Report the Officer with the results of inspection of management;
 - (9) Order and instruction to the officer and employees under their jurisdiction; and
 - (10) Appointment of the Corporate Record Administrator and report;
3. The Manager must, when appointed the Corporate Record Administrator under Item 10 of the preceding paragraph, report to the University Archivist with the name of them, etc.

Article 8 Corporate Record Administrator

The Corporate Record Administrator must assist the Manager of the belonging department with regard to the affairs listed in Items 1 through 9 of Paragraph 2 of the preceding article and carry out their practical duties.

Article 9 Audit Manager

1. The Corporation shall appoint the Audit Manager of corporate record management, who shall be the Chief Compliance Officer.
2. The Audit Manager may, on a regular basis or as necessary, carry out audits of the Corporation's management of Corporate Records in accordance with these Rules and related regulations.
3. The Audit Manager must report to the General Manager on the results of the audits carried out in accordance with the preceding paragraph.

Article 10 Document Management System

1. The Corporation shall introduce the Document Management System (DMS) for corporate records management of the Corporation.

2. Administration and operations of the DMS shall be conducted by the University Archivist under direction of the General Manager.
3. The DMS shall have the books provided in the following items;
 - (1) Kessai registry;
 - (2) Register of received documents; and
 - (3) Register of retention box.

Article 11 Creation of Corporate Record File

1. The Manager must create a Corporate Record File for each fiscal year to preserve Corporate Records related to the administrations of the department under their jurisdiction.
2. The items stipulated in each of the following items shall be registered in the Corporate Record File.
 - (1) Fiscal year of creation or acquisition;
 - (2) Classification;
 - (3) Title;
 - (4) Name of Manager at creation or acquisition;
 - (5) Starting date;
 - (6) Preservation period;
 - (7) Expiration date of preservation period;
 - (8) Type of media;
 - (9) Retention location; and
 - (10) Record schedule.
3. The items of Item 2, 6 and 10 of the preceding paragraph shall be registered in accordance with the Appendix Table “Standards for Preservation Period and Record Schedule”. However, the Manager may, for the item of Item 2 of the preceding paragraph, assign a classification according to the affairs of the department under their jurisdiction. In addition, in case of electronic media, this does not preclude the matters referred to in Item 2 of the preceding paragraph from being registered by use of tag information, etc.
4. The Manager shall observe the following items when assigning a title of Corporate Record File.

- (1) Include keywords that prepare the search for Corporate Records in the Corporate Record File;
 - (2) Straightforwardly presented for the contents of the Corporate Record File in question;
 - (3) Avoiding expressions and terminology, etc. that can only be understood by specified persons; and
 - (4) Avoid overly broad terms (“miscellaneous matters” or “others”, etc.).
5. If there is a Corporate Record File created only in paper form, the Manager must immediately register the Corporate Record File in the DMS.
 6. When a Corporate Record File in paper form is created, the Manager must indicate the Items of Paragraph 2 on the heading and spine of the filing tools (i.e., binders or storage boxes). If there is any change in the Items of Paragraph 2 with regard to the said Corporate Record File, the indication shall be revised promptly.

Article 12 Corporate Record File Registry

1. The General Manager must prepare a Corporate Record File Register listing Corporate Record Files with a preservation period of one year or more, and must update it at least once a fiscal year.
2. The General Manager must not enter confidential information, personal information and non-disclosure information in the Corporate Record File Registry.
3. In addition to the Items of Paragraph 2 of the preceding article, the entries in the Corporate Record File Registry shall be as follows;
 - (1) Name of the Manager of Corporate Record File at the time of creation or amendment of the Corporate Record File Registry; and
 - (2) Records of extension of preservation period, etc.
4. The General Manager must make the Corporation’s Corporate Record File Registry publicly available on the Corporation’s website and at the Corporation’s office for public access.
5. When a Corporate Record File which preservation period has expired is transferred or disposed of, the General Manager shall delete the entry

concerning the Corporate Record File from the Corporate Record File Registry and enter its name and the date of transfer or disposal in the transfer-disposal registry.

Article 13 Preservation and Management of Corporate Record File

1. The Manager must keep the Corporate Record Files in a usable condition in a physical or electronic archive until the date of expiration of the preservation period of the said Corporate Record File while following these Rules.
2. When taking the Corporate Record Files (including stored Corporate Records) out of office or bookshelf, etc. for reasonable purposes, such as business trips, the Corporation's officers and employees must obtain prior permission from the Manager and handle them with the utmost care. Provided, all Corporate Record Files that have been taken out must be returned securely in the presence of the Manager.
3. When using a portable electronic device to store Corporate Records or copies thereof, the Corporation's officers and employees must, after use or at the time of sharing such device with another officer or employee, ensure that no such Corporate Records or copies thereof are left on the device.
4. The Manager shall store highly confidential Corporate Record Files on lockable bookcases or other storage locations with restricted access to prevent unauthorized removal or theft.
5. The Manager shall assign shelf numbers to bookshelves, etc. where paper-based Corporate Record Files are stored, and assign the same numbers to the Corporate Record Files stored on said bookshelves, etc. for location management.

Article 14 Creation of Corporate Records

1. In making decisions (including the process leading to the decision) at the Corporation, the Corporation's officers and employees must prepare Corporate Records in accordance with the Corporation's Rules for Approval Authorities at the time of the matter in question has taken place or as soon as possible after the end of the matter concerned. However, if it is difficult to

- prepare a Corporate Record at the same time as a decision is taken, a Corporate Record may be prepared after the fact.
2. The Corporation's officers and employees must prepare Corporate Records in accordance with these Rules on the performance of their administrative and business activities at the Corporation.
 3. Notwithstanding the preceding two paragraphs, the Corporation's officers and employees may not prepare Corporate Records if the matter to be processed is in Minor Case.
 4. Procedures for the preparation of Corporate Records that require the Official Seal of the Corporation to prove their legitimacy are set out separately in the Corporation's Rules for Official Seals Management.
 5. The Corporation's officers and employees must ensure that Corporate Records created or acquired by them are accurately represented, have a simple and clear title and are identifiable by at least the record number, the date of creation and, where they have been previously updated or are expected to be updated in the future, the version information.
 6. In principle, the Corporation's officers and employees must prepare Corporate Records in both English and Japanese. However, in the case of the following Corporate Records, a translation may be made only in one of the languages, either English or Japanese, with at least a translation in the title only.
 - (1) Documents routinely created;
 - (2) Documents that need to be prepared urgently; and
 - (3) Documents that are impractical or grossly inefficient to translate.
 7. The Corporation's officers and employees must classify the Corporate Records they create or acquire, identify the Corporate Record Files in which they are stored and store them appropriately.
 8. The storage area for the documents or materials that do not fall under Corporate Records, such as reference materials used by the Corporation's officers and employees for their own work, shall only be in the vicinity of the desk, etc. of the relevant officers or employee.

Article 15 Acquisition of Corporate Records

1. Regardless of the type of medium, the Corporation's officers and employees must treat as Corporate Records for documents obtained by the said officers or employees through business communications with external entities, such as documents relating to notifications or enquiries from the government or local authorities, administrative communications from external entities and documents or information of project proposals from business partners.
2. The Corporation's officers and employees must properly record the subject, name of the sender and information about the addressee of Corporate Records obtained in accordance with the preceding paragraph.

Article 16 Confidential and Personal Information

1. When Corporate Records created or acquired contain confidential information, the Corporation's officers and employees must clearly state this and handle the said Corporate Records appropriately in accordance with the Corporation's Rules for Information Technology and Information Security (Part 17 of the PRP) in addition to these Rules.
2. When Corporate Records created or acquired contain personal information, the Corporation's officer and employees must clearly state this and handle the said Corporate Records appropriately in accordance with the Corporation's Rules for Personal Information Protection in addition to these Rules.
3. When the personal information contained in a Corporate Record is deleted after the purpose of its use has been completed, the Manager may process pseudonymization or anonymization in accordance with the Corporation's Rules for Personal Information Protection, and the processed information may be retained as a Corporate Record.

Article 17 Management of Electronic Documents

1. The Corporation's officers and employees must store Electronic Documents in a condition that allows them to be easily retrieved and utilized in the Corporation's operations.
2. The Corporation's officers and employees shall treat Electronic Documents,

regardless of their form, as having the same importance as paper based Corporate Records.

3. The Manager must take special care to prevent falsification, leakage or loss of information in accordance with the Corporation's Rules for Information Management (Part 17 of PRP) and the information security policy established by the CISO in addition to these Rules, where necessary, appropriate access restrictions.
4. The Manager shall endeavor to organize the hierarchical structure of the configuration of the share server, etc. on which Electronic Documents are stored, taking the Appendix Table into account.
5. The Corporation's officers and employees may convert Corporate Records created or acquired on paper media into electronic media using a scanner, etc., and may store them as Electronic Documents. However, in this case, the name of the converted Electronic Document shall indicate that it has made by medium conversion.
6. The Corporation's officers and employees may treat the Electronic Document newly created in accordance with the preceding paragraph as a master copy and the paper based Corporate Record from which the conversion was made as a copy.
7. In principle, the Corporation's officers and employees must provide internal administrative communications and notifications by email or by posting them on the Corporation's internal website.

Article 18 Assignment of Preservation Period

1. At the creation or acquisition of the Corporate Records, the Manager shall assign a preservation period in accordance with the Appendix Table "Standards for Preservation Period and Record Schedule". However, in assignment of the preservation period, the Corporate Document File in which the relevant Corporate Record is stored shall be the unit.
2. The preservation period for Corporate Records shall be one of the following items.
 - (1) Thirty years (30);

- (2) Twenty years (20);
 - (3) Ten years (10);
 - (4) Seven years (7);
 - (5) Five years (5);
 - (6) Three years (3);
 - (7) One year (1); or
 - (8) Less than one (1) year.
3. Regular Use for preservation period shall be assigned of the Corporate Records that should be kept continuously as those that are available regularly for use by the Corporation's officers and employees.
 4. The maximum preservation period for those for which measures are transfer at its record schedule shall be 20 years.
 5. For the calculation of the preservation period, the starting date shall be the first day of the following fiscal year. However, for Corporate Records which preservation period is less than one year, the date of creation or acquisition of the Corporate Record may be used as the starting date for the preservation period.
 6. The Corporation shall establish a preservation period of at least one year for Corporate Records that fall into the Historical Document. However, even if they do not fall into the Historical Document, decisions (including the process thereof) necessary for accountability regarding the proper and efficient operation, etc. of the Corporation and Corporate Records that are necessary for the reasonable tracing and verification of administrative performance shall have a preservation period of at least one year in principle.
 7. With the exception of those falling under the provisions of the preceding paragraph, the Corporation may assign the preservation period to less than one year for the Corporate Records that fall under the following items.
 - (1) Copies of the Corporate Records for which a separate master copy is maintained;
 - (2) Routine or daily business communications, responding to enquiries, etc. relating to the operations under their responsibilities and itineraries, etc.;

- (3) Documents compiled from publications and public announcements;
 - (4) Documents that are no longer suitable for use in terms of objective accuracy, such as obvious errors; and
 - (5) Documents at an intermediate stage that are deemed to have no impact on decision-making.
8. The preservation period for emails falling under the Corporate Records shall be less than one year. However, if such emails contain information on the decision-making process of the Corporation and have evidentiary value, a preservation period of more than one year may be assigned. In addition, the Corporation's officers and employees must regularly or occasionally delete communications not directly related to the operation of the Corporation or emails not involved in decision-making.

Article 19 Assignment of Record Schedule

1. The Manager and the University Archivist must propose, as early as possible before the expiry of the preservation period, the following affairs concerning measures to be taken when the preservation period of the Corporate Record Files under their jurisdiction expires, in accordance with the Appendix Table "Standards for Preservation Period and Record Schedule".
 - (1) Extension of preservation period of the Corporate Record File;
 - (2) Disposal of the Corporate Records stored in the Corporate Record File;or
 - (3) Transfer of the Corporate Records stored in the Corporate Record File to the National Archives of Japan.
2. The proposal referred to in the preceding paragraph must be approved by the General Manager.

Article 20 Internal Transfer and Handover of Corporate Records and Corporate Record Files

1. In the event of the establishment, amendment or abolition of the organization of the Corporation or a change in the duties under its jurisdiction, the Manager must, under the direction of the Officer, ensure that all Corporate

Records and Corporate Record Files relating to the duties under their jurisdiction and the results of the inspection of the management status are transferred by the internal transfer to the Manager of the department that carries out the duties under its jurisdiction.

2. When a Corporation's officer or employee leaves the duty or employment of the Corporation, the said officer or employee must hand over all Corporate Records to the Corporate Record Management Administrator, the Manager or the Officer before leaving the Corporation.
3. The person who is receiving the internal transfer or handover under the preceding two paragraphs must, in the presence of the previous Manager, officer or employee, check the storage location and management status of the relevant Corporate Record Files, etc. against the records of the DMS, and in the case of paper based Corporate Record Files, update their labelling.
4. The internal transfer or handover on the DMS shall be carried out by the department from which the transfer is made, with the agreement of the Manager of the transferring department and the Manager of the receiving department.

Article 21 Extension of Preservation Period of Corporate Record Files

1. Even when the preservation period specified in Article 18 has expired for the Corporate Record File under management, the Manager must, in each of the following items, extend the preservation period specified in each of the following items has expired.
 - (1) Corporate Records required to perform procedural acts in litigation:
Until the conclusion of the relevant proceedings;
 - (2) Corporate Records that currently subject to audit, inspection, etc.: Until the completion of such audit, inspection, etc.;
 - (3) Corporate Records required to perform procedural acts in appeals:
Until the resolve of the said appeals; and
 - (4) Corporate Records that is under disclosure request: Until the completion of the procedures relating to the said disclosure.

2. Even when the preservation period specified in Article 18 has expired for a Corporate Record File under their jurisdiction, the Manager and the University Archivist may extend the preservation period of the Corporate Record File if it is necessary for the performance of their duties.
3. When extending the preservation period referred to in the preceding two paragraphs, the Manager and the University Archivist must specify the preservation period to be extended, together with the reasons for the extension, and obtain the approval of the General Manager.
4. When receiving the approval referred to in the preceding paragraph, the Manager and the University Archivist must record the extension of the preservation period of the relevant Corporate Record File in the DMS and take the necessary measures, such as replacing the labeling in paper media.

Article 22 Transfer or Disposal of Corporate Record Files

1. The Manager and University Archivist must dispose of Corporate Record Files which the preservation period has expired in principle, except for those to be transferred to the National Archives of Japan.
2. Upon disposal, the Manager and University Archivist shall carefully check whether the Corporate Record Files to be disposed of contain items that should be transferred and items that should be stored further, and dispose of them appropriately after obtaining the approval of the General Manager.
3. If the paper based Corporate Record File to be disposed of contains non-disclosure information, the Manager and University Archivist must cut or incinerate it to prevent the leakage of the said information.
4. In the case of those assigned as transfer in the Appendix table, the Manager and University Archivist must transfer Corporate Record Files which the preservation period has expired, to the National Archives of Japan, subject to the approval of the General Manager.
5. When there are Corporate Record Files to be transferred to the National Archives of Japan, the Manager shall inform the University Archivist and follow the instructions.
6. The Corporation may reproduce all or part of the Corporate Record Files

transferred to the National Archives of Japan and continue to preserve them as new Corporate Records, if necessary for the business of the Corporation, with the approval of the General Manager.

Article 23 University Archive

1. If there are Corporate Record Files that are assigned as transfer after the preservation period has expired and the preservation period in the respective department has passed five years, the Manager must transfer them to the Corporation's University Archive. However, Corporate Record Files with Regular Use for preservation period may continue to be retained in the said department.
2. Under the direction of the Officer, the manager must ensure that all Corporate Records and Corporate Record Files subject to transfer to the University Archive and the results of the inspection of the management status are transferred to the University Archivist.
3. When receiving a transfer to the University Archive in accordance with the preceding paragraph, the University Archivist must, in presence of the Manager of the transferring department, check the storage location and management status of the relevant Corporate Record Files, etc. against the records of the DMS, and in the case of paper based Corporate Record Files, update their labels.
4. The transfer to the University Archive on the DMS shall be carried out by the transferring department, with agreement of the Manager of the transferring department and the University Archivist.
5. The University Archivist must preserve the Corporate Record Files transferred to the University Archive in a physical or electronic archive until the expiry of the preservation period.
6. The Corporation's officer and employee must obtain permission from the University Archivist when attempting to access Corporate Records stored in the University Archive.

Article 24 Inspection of Corporate Record Files

1. The General Manager may request the Officer to inspect and report at least once a year on the status of Corporate Record management in each department under their jurisdiction.
2. When requested under the preceding paragraph, the Officer must order the Managers of the departments under their jurisdiction to inspect and report on the status of the management of Corporate Records in their departments, and must report the results to the General Manager.
3. When receiving an order under the preceding paragraph, the Manager must carry out an inspection of the status of Corporate Record management in each department, mutually confirm it with the Corporate Record Management Administrator, and report the results to the Officer.
4. The Manager shall inspect the recording media, processing routes, storage methods, results of cross-checking with the DMS, etc. of Corporate Records in each department on a regular and on an as needed basis, report the results to the Officer, and if deemed necessary, report the results to the General Manager through the Officer.
5. The General Manager shall evaluate the measures for the proper management of Corporate Records from the perspective of effectiveness, etc., based on the results of the inspection referred to in the preceding paragraph or the audit provided in Article 9, and if deemed necessary, shall instruct the Officer and Manager to take measures such as review them, etc.

Article 25 Correspondence to Lost, Etc.

1. The Manager and University Archivist must immediately report to the General Manager when it becomes apparent that Corporate Record Files or Corporate Records have been lost or mistakenly disposed of.
2. The General Manager shall promptly take the necessary measures to prevent the spread of damage upon receiving a report under the preceding paragraph.

Article 26 Training

1. The General Manager must, in cooperation with the Training and Education Section, at least once each year, provide the Corporation's officers and

employees with the training necessary to equip them with the knowledge and skills required to properly and effectively manage Corporate Records.

2. The Officer and the Manager must actively involve officers and employees of the department under their jurisdiction in the training provided in accordance with the preceding paragraph.
3. The Corporation's officers and employees must attend the training provided pursuant to Paragraph 1 at the appropriate time.

Article 27 Secretariat

Administration regarding these Rules shall be conducted by the Rules and Compliance Section.

Article 28 Disciplinary Actions

A Corporation's officer or employee in violation of these Rules, by willful act or gross negligence, or those involved in the said violation, shall be subject to disciplinary actions provided in the Corporation's Rules of Employment, etc.

Article 29 Miscellaneous Provisions

In Addition to matters stipulated in these Rules, other necessary details regarding corporate records management shall be provided by the Secretary General.

Article 30 Transition from OIST Promotion Corporation

All Corporate Records held by the Okinawa Institute of Science and Technology Promotion Corporation at the time of transition to the Corporation must be transferred to the Corporation and managed in accordance with these Rules.

Supplementary Provision

These rules shall come into effect from April 1, 2022.

Appended Table of Standards for Preservation Period and Record Schedule

別表保存期間及び保存期間満了時の措置に関する基準表

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
Administrative Operation 管理運営	General Administrative Matters 管理一般	History and Development 沿革記録	Documents concerning establishment of the Corporation and the University 学園の設立及び大学の設置に関する事項	20 years 20年	Transfer 移管
		Events and Ceremonies 行事・儀式	Particularly important documents concerning inauguration ceremony and other record of the Corporation's history 創立式典等学園の沿革記録に関するもので重要な文書	20 years 20年	Transfer 移管
		Events and Ceremonies 行事・儀式	Important documents of memorial evens hosted by the Corporation 学園が主催する記念行事に関するもので重要な文書	20 years 20年	Transfer 移管
		Documents 資料	Documents concerning particularly important managerial matters 学園の管理運営上特に重要な実績に関する事項	20 years 20年	Transfer 移管

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
		Documents 資料	Documents concerning loan for use of land 土地の使用貸借に関する文書	30 years 30年	Disposal 廃棄
		Events and Ceremonies 行事・儀式	Documents concerning entrance ceremony, graduation ceremony and commencement ceremony and other ceremonies hosted by the Corporation 入学式、卒業式、学位授与式、その他学園が主催する記念行事に関する文書	10 years 10年	Disposal 廃棄
		Inquiries, Responses and Notifications 照会・回答・通知	Particularly important documents regarding mandamus, notifications and correspondence from MEXT and CAO 文部科学省及び内閣府からの諸令達、通知及び往復書簡で重要なもの	10 years 10年	Disposal 廃棄
		Inquiries, Responses and Notifications 照会・回答・通知	Particularly important documents concerning inspections or notifications from supervisory ministers and agencies 監督官庁による検査や通知に関する重要な文書	10 years 10年	Disposal 廃棄
		Inquiries, Responses and Notifications 照会・回答・通知	Documents concerning inspections conducted by overseeing ministries and agencies	5 years 5年	Disposal 廃棄

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
		照会・回答・通知	監督官庁による検査や通知に関する文書		
		Inquiries, Responses and Notifications 照会・回答・通知	Documents concerning important notifications and reports 重要な届出・報告に関する文書	5 years 5年	Disposal 廃棄
		Documents 資料	Documents concerning general guidelines and plans 一般的な指針・計画に関する文書	3 years 3年	Disposal 廃棄
		Inquiries, Responses and Notifications 照会・回答・通知	Documents concerning minor permissions, licenses, approvals, notifications, and reports, etc. 軽易な許可、認可、承認、届出、報告等に関する文書	1 year 1年	Disposal 廃棄
		Documents 資料	Documents concerning minor statistics and surveys 軽易な統計・調査に関する文書	1 year 1年	Disposal 廃棄
		Liaison and Adjustment 連絡・調整	Documents to do decision-making on minor matters. 軽易な事項に係る意思決定を行うための文書	Less than 1 year 1年未満	Disposal 廃棄
		Liaison and Adjustment	Documents for internal matters distributed within Division	Less than 1	Disposal

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
		連絡・調整	or Section, etc. ディビジョン又はセクション等内の事務連絡文書	year 1年未満	廃棄
		Business Systems 業務システム	Retained data in business systems (excluding those with preservation period under the law or service responsibilities) 業務システム内の保存データ（法令又は所管業務上の保存期間があるものを除く。）	Regular Use 常用	- —
	Operation 運営	Business Plan 事業計画	Documents concerning business plan of the Corporation 学園の事業計画	30 years 30年	Disposal 廃棄
		Conferences and Meetings 会議	Meeting minutes and handouts of the Board of Governors and the Board of Auditors 理事会及び評議員会の議事録及び配布資料	20 years 20年	Transfer 移管
		Establishment and Abolition of Organization 設置・改廃	Document concerning establishment and abolition of organization, change of organization name 組織の改廃、名称変更等に関するもの	20 years 20年	Transfer 移管

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
		Litigation 訴訟	Documents concerning litigation 訴訟に関する文書	30 years 30年	Disposal 廃棄
		Conferences and Meetings 会議	Meeting minutes and handouts of the Corporation committees. 学園内の各種委員会の議事録及び配布資料	5 years 5年	Disposal 廃棄
		Conferences and Meetings 会議	Documents concerning minor conferences 軽易な会議に関する文書	Less than 1 year 1年未満	Disposal 廃棄
	Law and Regulations 法規	Registration of the Corporation 法人登記	Documents related to registration of the Corporation 法人登記に関する文書	30 years 30年	Disposal 廃棄
		Policies, Rules and Procedures (PRP) 規程制定・管理	Corporation's Policies, Rules and Procedures (PRP) 学園の基本方針・ルール・手続 (PRP)	30 years 30年	Disposal 廃棄
		Policies, Rules and Procedures (PRP)	Corporation's Policies, Rules and Procedures (PRP) (rules and detailed rules established by division heads)	5 years 5年	Disposal 廃棄

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
		規程制定・管理	学園の基本方針・ルール・手続（PRP）（部署長決定の規程及び細則）		
		Policies, Rules and Procedures (PRP) 規程制定・管理	Documents concerning minor changes of Policies, Rules and Procedures 学園の基本方針・ルール・手続の軽微な変更に関する文書	1 year 1年	Disposal 廃棄
	Document Management 文書管理	General Matters 文書管理一般	Corporate Document File Registry 法人文書ファイル簿	Regular use 常用	- —
		General Matters 文書管理一般	Transfer/Disposal Registry 移管/廃棄簿	Regular use 常用	- —
		General Matters 文書管理一般	Kessai Registry 決裁総括簿	Regular use 常用	- —
		Received Documents 受信文書	Received documents from external organizations (excluding those with preservation period under the law or	1 year 1年	Disposal 廃棄

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
			service responsibilities) 学園外から取得した受信文書（法令又は所管業務上の保存期間があるものを除く。）		
		Corporate Official Seals 公印	Documents concerning establishment, modification and abolition of the Corporate official seals 公印の制定改廃に関する文書	30 years 30年	Disposal 廃棄
		Corporate Official Seals 公印	Official seal registry 公印登録簿	Regular use 常用	- —
		Special measures 特別な措置	Particularly important Historical Materials 歴史的文書のうち重要なもの	20 years 20年	Transfer 移管
			Historical Materials related to establishment of criteria or advisory within the Corporation 歴史的文書のうち学園内の基準制定又は指示勧告に関するもの	10 years 10年	Transfer 移管
			Historical Materials related to internal notifications within the Corporation	5 years 5年	Transfer 移管

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
			歴史的文書のうち学園内通知等に関するもの		
			Minor Historical Materials 歴史的文書のうち軽易なもの	1 year 1年	Transfer 移管
			Received documents regarding Historical Materials 歴史的文書に関連する受信文書	1 year 1年	Disposal 廃棄
	Public Access 情報公開	Disclosure Requests 開示請求	Documents of record regarding results of examination for administrative appeal 行政不服審査等の結果が記録されている文書	10 years 10年	Disposal 廃棄
		Disclosure Requests 開示請求	Amendment or abolition of the examination criteria for public access to information 情報公開に関する審査基準の改廃	10 years 10年	Disposal 廃棄
	Audit / Inspection 監査・検査	Auditor's Audits 監事監査等	Particularly important documents concerning audits by auditors 監事が行う監査に関する文書で重要なもの	30 years 30年	Disposal 廃棄
		Auditor's Audits 監事監査等	Document concerning audit conducted by auditor 監事が行う監査に関する文書	5 years 5年	Disposal 廃棄

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
		Internal Audits 内部監査等	Document concerning internal audit 内部監査に関するもの	5 years 5年	Disposal 廃棄
		Whistleblower 公益通報等	Documents concerning whistleblowing 公益通報及び内部通報に関する文書	10 years 10年	Disposal 廃棄
	Compliance コンプライアンス	Security Export Control 安全保障輸出管理	Documents regarding security export control 安全保障輸出管理に関する文書	7 years 7年	Disposal 廃棄
		Conflict of interest 利益相反管理	Conflict of interest annual disclosure forms 利益相反年次開示書	3 years 3年	Disposal 廃棄
Public Relations 広報	General matters of PR 広報一般	Publications 出版物	Matters concerning academic bulletin, public relations list of employees issued by the Corporation 学園が発行するニュースレター等に関するもの	30 years 30年	Disposal 廃棄
		News and Reports 報道	Important news and reports regarding the Corporation 学園に関する報道で重要なもの	10 years 10年	Disposal 廃棄
		News and Reports 報道	News and reports regarding the Corporation 学園に関する報道	5 years 5年	Disposal 廃棄
		Website	Publication information on the Corporation's website	Regular Use	-

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
		ウェブサイト	学園のウェブサイトへの掲載情報	常用	—
		Website ウェブサイト	Operation and management of the Corporation's Website ウェブサイトの管理・運用に関するもの	5 years 5年	Disposal 廃棄
		Campus tour/visit 視察/見学	Documents concerning campus tour and visit 視察・見学に関するもの	1 year 1年	Disposal 廃棄
		General matters of PR 広報一般	Submitted data, etc. on the social networking services ソーシャルネットワークサービスへの投稿データ等	Regular Use 常用	- —
		General matters of PR 広報一般	Minor documents regarding general PR matters 広報一般に関するもので軽易なもの	1 year 1年	Disposal 廃棄
	Community Relations and events 渉外・行事	Local Government Office 地方自治体との渉外 業務	Important matters related to Local Government Office 地方自治体との渉外業務に関するもので重要なもの	10 years 10年	Disposal 廃棄
		Events hosting 主催イベント	Matters regarding events held by the Corporation 学園が主催するイベントに関するもの	5 years 5年	Disposal 廃棄
		Cosponsor ship and	Patronage/Nominal Support of the Corporation	5 years	Disposal

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
		Support 共催・後援	学園の後援名義に関するもの	5年	廃棄
		Cosponsor ship and Support 共催・後援	Documents concerning participation in and assistance to external groups 外部団体への加入賛助に関する文書	1 year 1年	Disposal 廃棄
Research Support /Safety and Health 研究支援・安 全衛生	Safety and Health 安全衛生	Summary 総括	Documents concerning plans on safety and health 安全衛生の計画に関する文書	5 years 5年	Disposal 廃棄
		Safety Control 安全管理	Management Record materials 管理記録資料	3 years 3年	Disposal 廃棄
		Safety Control 安全管理	Minor management record materials 軽微な管理記録資料	1 year 1年	Disposal 廃棄
	Research safety	Radiation/RI	Particularly important documents concerning radiation	30 years	Disposal

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
	研究安全	放射線/RI	and RI 放射線、RI に関するもので重要なもの	30 years 30年	Disposal 廃棄
		Pathogen 病原体	Particularly important documents concerning pathogen 病原体に関するもので重要なもの	30 years 30年	Disposal 廃棄
		Human Subject Research 人対象研究	Particularly important documents concerning human subjects research 人対象研究に関するもので重要なもの	30 years 30年	Disposal 廃棄
		Recombinant DNA Experiments 遺伝子組換え実験	Particularly important documents concerning recombinant DNA experiment 遺伝子組換え実験に関するもので重要なもの	30 years 30年	Disposal 廃棄
		Controlled Substances and Chemical Substances 規制物質・化学物質 等	Particularly important documents concerning controlled substance and chemical substance 規制物質・化学物質に関するもののうち重要なもの	30 years 30年	Disposal 廃棄
		Laboratory Wastes	Particularly important documents concerning laboratory	30 years	Disposal

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
		実験廃棄物	wastes 実験廃棄物に関するもののうち重要なもの	30年	廃棄
		Radiation/RI 放射線/RI	Documents concerning radiation and RI 放射線、RI に関するもの	5 years 5年	Disposal 廃棄
		Pathogen 病原体	Documents concerning pathogen 病原体に関するもの	5 years 5年	Disposal 廃棄
		Human Subject Research 人対象研究	Documents concerning human subjects research 人対象研究に関するもの	5 years 5年	Disposal 廃棄
		Recombinant DNA Experiments 遺伝子組換え実験	Documents concerning recombinant DNA experiment 遺伝子組換え実験に関するもの	5 years 5年	Disposal 廃棄
		Controlled Substances and Chemical Substances 規制物質・化学物質	Documents concerning controlled substance and chemical substance 規制物質・化学物質に関するもの	5 years 5年	Disposal 廃棄

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
		等			
		Laboratory Wastes 実験廃棄物	Documents concerning laboratory wastes 実験廃棄物に関するもの	5 years 5年	Disposal 廃棄
		Summary 総括	Important managerial materials related to research safety その他研究安全に関する重要な管理資料	5 years 5年	Disposal 廃棄
		Summary 総括	Minor documents concerning research safety 研究安全に関するもので軽易なもの	1 year 1年	Disposal 廃棄
	Research Support 研究支援	Animal Experiments 動物実験	Particularly important documents concerning animal experiments 動物実験に関するもののうち重要なもの	30 years 30年	Disposal 廃棄
	Research Support 研究支援	Animal Experiments 動物実験	Documents concerning animal experiments 動物実験に関するもの	5 years 5年	Disposal 廃棄
		Vivarium 動物施設	Documents concerning Vivarium 動物施設に関するもの	5 years 5年	Disposal 廃棄
		Records 記録資料	Record of research equipment use 研究機器利用記録	1 year 1年	Disposal 廃棄

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
Research 研究	General matters of research 研究一般	Document concerning general notification regarding research 研究一般に関する通知等	Particularly important document concerning notification regarding research in general 研究一般に関する通知等で重要なもの	10 years 10年	Disposal 廃棄
		Material Transfer Agreement MTA	Document concerning Material Transfer Agreement MTA（研究成果有体物移転契約）に関する文書	5 years 5年	Disposal 廃棄
		Joint research, commissioned research and sponsored research 共同研究・受託研究 ・委託研究	Documents concerning joint research, commissioned research and sponsored research 共同研究・受託研究・委託研究に関する文書	5 years 5年	Disposal 廃棄
		Joint research, commissioned research and sponsored research	Documents concerning joint-use research 共同研究利用に関する文書	5 years 5年	Disposal 廃棄

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
		共同研究・受託研究・委託研究			
		Document concerning general notification regarding research 研究一般に関する通知等	Document concerning notification regarding research in general 研究一般に関する通知等	5 years 5年	Disposal 廃棄
		Document concerning general notification regarding research 研究一般に関する通知等	Minor document concerning notification regarding research in general 研究一般に関する通知等で軽易なもの	Less than 1 year 1年未満	Disposal 廃棄
		Evaluation for Research 研究評価	Documents concerning research evaluation 研究評価に関する文書	30 years 30年	Disposal 廃棄
		Workshops and Conferences of	Documents concerning research workshops, etc. 研究ワークショップ等に関する文書	10 years 10年	Disposal 廃棄

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
		Research 研究ワークショップ等			
	Research funds 研究資金	Competitive Funds 競争的資金	Particularly important document concerning notification of KAKENHI (Grants in aid for Scientific Research) 科学研究費補助金に関する通知等で重要なもの	10 years 10年	Disposal 廃棄
		Competitive Funds 競争的資金	Documents concerning KAKENHI (Grants in aid for Scientific Research) 科学研究費補助金の申請等に関するもの	5 years 5年	Disposal 廃棄
		Grants and Sponsorships 研究助成金	Documents concerning application to other grants and sponsorship from private sectors for research 研究に関する各種補助金及び民間等助成金の申請等に関するもの	5 years 5年	Disposal 廃棄
	Business Development 事業開発	Patents 発明・特許等	Particularly important documents of patent application 特許の出願に関するもので重要なもの	30 years 30年	Disposal 廃棄

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
		IP General 知的財産一般	Particularly important document concerning copyright 著作権に関するもので重要なもの	30 years 30年	Disposal 廃棄
		IP General 知的財産一般	Particularly Documents concerning trademark 商標に関するもので重要なもの	30 years 30年	Disposal 廃棄
		Materials and samples produced during research 研究成果有体物に関するもの	Particularly important documents concerning materials and samples produced during research 研究成果有体物に関するもので重要なもの	30 years 30年	Disposal 廃棄
		Patents 発明・特許等	Documents of patent application 特許の出願に関するもの	5 years 5年	Disposal 廃棄
		IP General 知的財産一般	Document concerning copyright 著作権に関するもの	5 years 5年	Disposal 廃棄
		IP General 知的財産一般	Documents concerning trademark 商標に関するもの	5 years 5年	Disposal 廃棄
		Materials and samples	Documents concerning materials and samples produced	5 years	Disposal

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
		produced during research 研究成果有体物に関するもの	during research 研究成果有体物に関するもの	5 year	廃棄
		Patents 発明・特許等	Minor documents concerning patent application 特許の出願に関する文書で軽易なもの	1 year 1年	Disposal 廃棄
		IP General 知的財産一般	Minor documents concerning copyright 著作権に関するもので軽易なもの	1 year 1年	Disposal 廃棄
		IP General 知的財産一般	Minor documents concerning trademark 商標に関するもので軽易なもの	1 year 1年	Disposal 廃棄
		Materials and samples produced during research 研究成果有体物に関するもの	Minor documents concerning materials and samples produced during research 研究成果有体物に関するもので軽易なもの	1 year 1年	Disposal 廃棄
	Industry/community	Collaborations with	Documents concerning events of industry-university	5 years	Disposal

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
	collaboration 産学・地域連携	Industries 産業連携	collaboration 産学連携の行事に関するもの	5 年	廃棄
		Collaborations with Communities 地域連携	Minor documents concerning collaboration with industry and community 産学・地域連携に関するもので軽易なもの	1 year 1 年	Disposal 廃棄
Human Resources 人事	General matters 総括	Labor Management 労務	Important correspondence between labor and management 重要な労使間往復文書	10 years 1 0 年	Disposal 廃棄
		Labor Management 労務	Working conditions and group negotiation 労働条件・団体交渉	10 years 1 0 年	Disposal 廃棄
		Labor Management 労務	Documents concerning compensation for accidents 災害補償に関する文書	10 years 1 0 年	Disposal 廃棄
	Employees 職員	Personnel Information 人事情報	Documents concerning personnel records 人事記録に関する文書	30 years 3 0 年	Disposal 廃棄
		Recruiting, Hiring and Resignation	Documents concerning hiring, retirement/resignation, leave, reinstatement and transfer of officers and	30 years 3 0 年	Disposal 廃棄

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
		求人・採用・退職	employees 役職員の採用・退職・休職・復職・異動に関する文書		
		Medical checkup 健康診断	Documents concerning medical examinations 健康診断に関する文書	10 years 10年	Disposal 廃棄
		Welfares 福利厚生	Documents concerning welfare programs 福利厚生の計画に関する文書	10 years 10年	Disposal 廃棄
		Performance evaluation 人事評価	Documents concerning employee performance evaluation 職員の人事評価に関する資料	5 years 5年	Disposal 廃棄
		Social Insurances 社会保険	Documents concerning the loss of qualification for social insurance 社会保険被保険者資格喪失に関する文書	5 years 5年	Disposal 廃棄
		Employee Training 職員研修等	Documents concerning educational training 教育訓練に関する文書	3 years 3年	Disposal 廃棄
		Attendance 勤怠	Documents concerning employees' service and days taken off	3 years 3年	Disposal 廃棄

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
			勤務・休暇に関する文書		
		Concurrent employment 兼業	Documents concerning positions held concurrently outside of the Corporation 外部兼職に関する文書	3 years 3年	Disposal 廃棄
		Appointment 委嘱	Documents concerning appointment of committee members and part-time employee 委員・嘱託の委嘱に関する文書	3 years 3年	Disposal 廃棄
		Commuting 通勤費	Documents concerning the payment of commuting expenses, honoraria, etc. 通勤費・謝金等の支給に関する文書	3 years 3年	Disposal 廃棄
	Payroll 給与	Payroll General 給与一般	Documents concerning withholding of tax 源泉徴収に関する文書	5 years 5年	Disposal 廃棄
		Payroll General 給与一般	Documents concerning payroll decisions including pay raises and promotions 昇給・昇格等給与決定に関する文書	5 years 5年	Disposal 廃棄
Finance	Ledgers and records	General Ledger	General Ledger	30 years	Disposal

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
財務	帳簿	総勘定元帳	総勘定元帳	30年	廃棄
		Fixed Asset Ledger 固定資産台帳	Fixed Asset Ledger 固定資産台帳	30 years 30年	Disposal 廃棄
		Budget Plan 予算計画	Budget Plan 予算計画	30 years 30年	Disposal 廃棄
		Accounting evidence 経理証憑	Documents concerning evidential materials 証拠書類に関する文書	10 years 10年	Disposal 廃棄
	General Matters 総括	Financial Statements 財務諸表	Financial Statement 財務諸表	30 years 30年	Disposal 廃棄
		Annual account settlement 年次決算	Approval documents concerning annual account settlement 年次決算に関する決算文書	30 years 30年	Disposal 廃棄
		Audit by accounting auditors 会計監査人監査	Audit Reports by accounting auditors 会計監査人による監査報告書	10 years 10年	Disposal 廃棄
		Important matters on	Documents concerning important accounting matters	10 years	Disposal

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
		accounting 重要な経理	重要な経理に関する文書	10 years 10年	Disposal 廃棄
		bank transactions 銀行取引	Documents related to bank transactions 銀行取引に関する文書	10 years 10年	Disposal 廃棄
		Tax 税務	Tax filling documents 税務の申告書	10 years 10年	Disposal 廃棄
		Board of Audit of Japan 会計検査院	Documents concerning accounting audits 会計検査に関する文書	5 years 5年	Disposal 廃棄
		Notifications and reports 届出・報告	Documents concerning notifications and reports regarding accounting and finance 会計・財務に関する届出・報告に関する文書	5 years 5年	Disposal 廃棄
		Donations 寄附金	Document concerning examination for receiving donations 寄附金の受入審査に関する文書	5 years 5年	Disposal 廃棄
		Board of Audit of Japan 会計検査院	Documents concerning inspection results by Board of Audit	5 years 5年	Disposal 廃棄

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
			会計検査院の検査を受けた結果に関する文書		
		General accounting 経理一般	Documents concerning routine and regular account processing 定型的・定期的な経理処理に関する文書	3 years 3年	Disposal 廃棄
	Budget 予算	Budget Plan 予算計画	Materials related to budget and budget requests 概算要求及び予算関係資料	10 years 10年	Disposal 廃棄
		General accounting 経理一般	Ledgers other than general ledger 総勘定元帳以外の帳簿	10 years 10年	Disposal 廃棄
	Management 管理	Business trips 出張	Documents concerning business trips 出張に関する文書	5 years 5年	Disposal 廃棄
	Procurement 調達	Contracts 契約	Documents concerning important contracts and acceptance inspections 重要な契約・検収に関する文書	10 years 10年	Disposal 廃棄
		Contracts 契約	Documents concerning minor contracts and acceptance inspections 軽易な契約・検収に関する文書	5 years 5年	Disposal 廃棄

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
Facility and Construction 施設建設	Facility 施設	Facility management 施設管理	Documents concerning survey of facilities 施設実態調査に関するもの	30 years 30年	Disposal 廃棄
		Facility management 施設管理	Original Drawings 原図	30 years 30年	Disposal 廃棄
		Application/Notification 申請/届出	Documents concerning important application forms, agreements and notification forms related to facility 施設に係る各種申請書、協議書及び届出書等に関する文書で重要なもの	30 years 30年	Disposal 廃棄
		Facility management 施設管理	Important documents concerning buried cultural properties 埋蔵文化財に関するもので重要なもの	30 years 30年	Disposal 廃棄
		Application/Notification 申請/届出	Documents concerning application forms, agreements, and notification forms related to facility 施設に係る各種申請書、協議書及び届出書等に関するもの	10 years 10年	Disposal 廃棄

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
		Contracts 契約	Documents to be submitted when requesting rectification of defects 瑕疵の修補等の請求の際に必要なもの	10 years 10年	Disposal 廃棄
		Facility management 施設管理	Request forms and documents concerning the implementation plans 各種要求書、実施計画書等に関するもの	10 years 10年	Disposal 廃棄
		Safety 安全	Documents concerning Fire Prevention and Control 防火管理に関するもの	10 years 10年	Disposal 廃棄
		Facility management 施設管理	Documents concerning maintenance of facilities (excluding records of periodical inspections) 施設の維持管理に関するもの（定期検査の結果に関するものを除く。）	Less than 1 year 1年未満	Disposal 廃棄
	Construction 建設	Construction 工事	Documents concerning design and cost estimate of construction works 工事の設計積算に関するもの	5 years 5年	Disposal 廃棄
		Contracts	Documents concerning construction contracts (excluding	5 years	Disposal

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
		契約	those to be submitted when requesting rectification of defects) 工事請負契約に関するもの（瑕疵の修補等の請求の際に必要となるものを除く。）	5年	廃棄
		Contracts 契約	Documents concerning consignment of design and supervision 設計監理委託に関するもの	5 years 5年	Disposal 廃棄
		Construction 工事	Documents concerning construction management (excluding those to be submitted when requesting rectification of defects) 工事の施工監理に関するもの（瑕疵の修補等の請求の際に必要となるものを除く。）	5 years 5年	Disposal 廃棄
		Construction 工事	Records of periodical inspections (including those required under the Building Standard Act and other related regulations) 定期検査の結果の記録に関するもの（建築基準法等	5 years 5年	Disposal 廃棄

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
			関係法令によるものを含む。)		
		Contracts 契約	Documents concerning qualifications of participants in competitive biddings 競争参加者資格に関するもの	3 years 3年	Disposal 廃棄
		Contracts 契約	Documents concerning construction contracts and reports 工事契約・施行に関する報告に関するもの	3 years 3年	Disposal 廃棄
		Construction 工事	Drawings and specifications 設計図書に関するもの	Less than 1 year 1年未満	Disposal 廃棄
		Construction 工事	Documents concerning structural calculation for facilities 建築等の構造計算に関するもの	Less than 1 year 1年未満	Disposal 廃棄
	Risk Management 危機管理	Safety Control 安全管理	Documents concerning serious disasters and accidents 重大な災害・事故に関する文書	30 years 30年	Disposal 廃棄
		Safety Control 安全管理	Documents concerning disasters and accidents 災害・事故に関する文書	10 years 10年	Disposal 廃棄

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
		Safety Control 安全管理	Documents concerning important directives and recommendations 重要な指示勧告に関する文書	10 years 10年	Disposal 廃棄
		Safety Control 安全管理	Documents concerning compensation for accidents 災害補償に関する文書	10 years 10年	Disposal 廃棄
		Safety Control 安全管理	Documents concerning minor disasters and accidents 軽易な災害・事故に関する文書	1 year 1年	Disposal 廃棄
		Safety Control 安全管理	Minor management record materials 軽微な管理記録	1 year 1年	Disposal 廃棄
Education 教育	Academic Affairs 教務一般	Degree 学位	Degree conferment and report of degree conferment 学位記授与及び学位授与報告に関するもの	30 years 30年	Disposal 廃棄
		Committees 委員会	Meeting minutes and handouts of Faculty Assembly and Faculty Council 教授会、代議員会の議事録及び配布資料	30 years 30年	Disposal 廃棄
		Academic Affairs 教務	Establishment and dismissal of academic programs and courses	30 years 30年	Disposal 廃棄

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
			学科、学科目、講座の設置及び改廃に関するもの		
		Degree 学位	Registry of diploma issuance and registry of certificate issuance 卒業証書発行台帳及び修了証書発行台帳に関するもの	30 years 30年	Disposal 廃棄
		Academic Affairs 教務	Documents concerning recognition of credits 単位認定に関するもの	30 years 30年	Disposal 廃棄
		Degree 学位	Documents concerning judgment of graduation 卒業判定資料	30 years 30年	Disposal 廃棄
		Academic Affairs 教務	Syllabus (For preservation) シラバス（保存用）	30 years 30年	Disposal 廃棄
		Academic Affairs 教務	Student Handbook (For preservation) 学生便覧（保存用）	30 years 30年	Disposal 廃棄
		Degree 学位	Documents concerning judgment of student examination 合格者判定資料	20 years 20年	Transfer 移管
		Thesis	Examination of degree thesis (including documents of	10 years	Transfer

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
		論文	examination committee) 学位論文審査に関するもので重要なもの（審査委員会を含む）	10年	移管
		Degree 学位	Particularly important notification regarding degree 学位に関する通知等で重要なもの	10 years 10年	Disposal 廃棄
		Academic Affairs 教務	Documents concerning academic (after expiration) 他大学間との学術連携に関するもの（失効後）	5 years 5年	Disposal 廃棄
		Academic Affairs 教務	Credit Transfer 単位互換に関するもの	5 years 5年	Disposal 廃棄
	Student Affairs 学生一般	Student Records 学生記録	Document concerning school registration 学籍に関する文書	Regular use 常用	- —
		Student Records 学生記録	Important documents concerning change of students' status including disciplinary actions 学生の懲戒等身分の異動に関するもので重要なもの	20 years 20年	Transfer 移管
		Thesis 論文	Doctoral thesis 博士論文	10 years 10年	Disposal 廃棄

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
		Student Records 学生記録	Document concerning change of students' status including disciplinary actions 学生の懲戒等身分の異動に関するもの	10 years 10年	Disposal 廃棄
		Student Records 学生記録	Particularly important documents concerning scholarships from Japan Student Services Organization and any other scholarship foundations 日本学生支援機構及びその他育英団体の奨学金に関するもので重要なもの	10 years 10年	Disposal 廃棄
		Student entrance examination 入試	Particularly important documents concerning notification of student entrance examination 入試に関する通知等で重要なもの	5 years 5年	Disposal 廃棄
		Student Selection 学生選考	Particularly important documents concerning student recruitment 学生募集に関する文書で重要なもの	5 years 5年	Disposal 廃棄
		Student Selection 学生選考	Documents concerning student selection examination 入学者の選抜試験に関するもの	5 years 5年	Disposal 廃棄

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
		Summary 総括	Documents of admission procedures 入学手続に関するもの	5 years 5年	Disposal 廃棄
		Student Records 学生記録	Personal accident insurance for students pursuing education and research 学生教育研究災害傷害保険に関するもの	5 years 5年	Disposal 廃棄
		Academic Affairs 教務	Documents concerning examination of credit recognition 単位認定試験に関するもの	5 years 5年	Disposal 廃棄
		Student Records 学生記録	Documents related to scholarship program for students 学生に対する奨学金に関するもの	5 years 5年	Disposal 廃棄
		Summary 総括	Document concerning research assistance of student 学生の研究補助に関するもの	5 years 5年	Disposal 廃棄
		Summary 総括	Record of student consultation 学生相談記録	5 years 5年	Disposal 廃棄
		Summary 総括	Documents concerning waiver of admission fee and tuition fee, etc. 入学金、授業料等の免除に関するもので重要なもの	5 years 5年	Disposal 廃棄

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
		Student Records 学生記録	Documents concerning students' grade 成績に関するもの	5 years 5年	Disposal 廃棄
		Summary 総括	Minor documents concerning admission procedures 入学手続に関するもので軽易なもの	3 years 3年	Disposal 廃棄
		Student Records 学生記録	Documents concerning various forms of identification such as student identification card 学生証等の各種証明書発行に関するもの	3 years 3年	Disposal 廃棄
		Student Records 学生記録	Documents concerning non-regular students 非正規学生に関するもの	3 years 3年	Disposal 廃棄
		Student Records 学生記録	Minor documents regarding student record 学生に関する記録で軽易なもの	1 year 1年	Disposal 廃棄
IT 情報技術	General matters 総括	Information Security 情報セキュリティ	Documents concerning data of users and passwords, etc. 利用者、パスワード等のデータに関するもの	5 years 5年	Disposal 廃棄
		Software ソフトウェア	Documents concerning software ソフトウェアに関するもの	1 year 1年	Disposal 廃棄
		Information Systems	Minor Document concerning IT	1 year	Disposal

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
		システム	情報技術に関するもので軽易なもの	1年	廃棄
	Information Infrastructure 情報基盤	Network Infrastructure ネットワークインフラ ストラクチャー	Particularly important documents concerning network and information infrastructure ネットワーク及び情報基盤に関するもので重要なもの	5 years 5年	Disposal 廃棄
		Network Infrastructure ネットワークインフラ ストラクチャー	Minor documents concerning network and information infrastructure. ネットワーク及び情報基盤に関するもので軽易なもの	1 year 1年	Disposal 廃棄
Materials and books 資料・図書	Library 図書館	Management 管理	Library Catalog 蔵書目録	30 years 30年	Disposal 廃棄
		Use of Library 利用	Usage Statistics 利用統計	30 years 30年	Disposal 廃棄
		Management 管理	Documents concerning criteria of library operation 図書館の運営に係る基準等に関するもの	10 years 10年	Disposal 廃棄

Major Class 大分類	Medium Class 中分類	Minor Class 小分類	Type of Corporate Records 法人文書の類型	Preservation Period 保存期間	Record Schedule 保存期間満了時の措置
		Management 管理	Documents concerning purchase of books 図書を購入に関するもの	5 years 5年	Disposal 廃棄
		Management 管理	Notification regarding books 図書に関する通知等	5 years 5年	Disposal 廃棄
		Use of Library 利用	Documents concerning use of books 図書の利用に関するもの	3 years 3年	Disposal 廃棄