

## Notice to Users

### •Translations

Only the original Japanese texts of the provisions and regulations are official texts, and the translations are to be used solely as reference materials to aid in the understanding of Japanese provisions and regulations.

## Provisions for Management of Corporate Documents

April 1, 2015

Provision No. 10

Revisions: Provision No. 46 of April 1, 2016

Provision No. 74 of March 2, 2017

Provision No. 32 of March 27, 2020

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Provision No. 27 of March 29, 2023

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Chapter 1: General provisions

(Purposes)

## Article 1.

The purposes of these provisions are to stipulate matters that are necessary for management of corporate documents by the Japan Agency for Medical Research and Development (hereinafter referred to as “AMED”) based on the provisions of Article 13.1 of the Public Records and Archives Management Act (Act No. 66 of 2009; hereinafter referred to as the “Act”), and thereby strive to manage corporate documents appropriately, which will result in AMED’s work being properly and efficiently operated and the fulfillment of AMED’s duty of explaining its various activities to current and future citizens.

## (Definitions)

## Article 2.

In these provisions, the definitions of the terms stated in each of the items below will be as stated in each of the relevant items.

- (1) Corporate documents: These refer to documents, drawings, and electronic records (including records that were created by an electronic method, a magnetic method, or another method by which perception by human senses is not possible; hereinafter the same) that were officially created or obtained by Board Members and Employees of AMED (hereinafter referred to as the “Board Members or Employees”) and that AMED possesses as matters that AMED’s Board Members and Employees will use systematically. Provided, however, that official journals, government reports, newspapers, magazines, books, and other publications issued for the purpose of being sold to a large number of unspecified people are excluded.
- (2) Corporate document files: These refer to corporate documents (limited to documents for which it is appropriate to make the preservation period the same) that have a mutually close relationship and that were put together into one collection (hereinafter referred to as the “Corporate Document File”) and corporate documents that are managed independently in order to contribute to AMED’s efficient handling of clerical work and business and appropriate preservation of corporate documents.
- (3) Corporate document file management register: This refers to a register that states the classifications, names, preservation periods, dates when preservation periods will expire, measures when preservation periods expire, preservation places, and other necessary matters for the Corporate Document File for the purpose of appropriately managing the Corporate

Document File at AMED.

- (4) Document management system: This refers to an intranet system that uses a web browser that uniformly and electronically manages AMED's corporate documents.
- (5) Confidential documents: These refer to corporate documents in which the nondisclosure information stipulated in Article 5 of the Act on Access to Information Held by Incorporated Administrative Agencies (Act No. 140 of 2001; hereinafter referred to as the "Incorporated Agency Information Access Act") was recorded and for which there is a particular necessity to prevent leaks of the content of the matter (hereinafter referred to as the "Necessity for Maintaining Confidentiality").

## Chapter 2: Management system

(General document manager)

### Article 3.

- 1. AMED will have one general document manager.
- 2. The Executive Director will serve as the general document manager.
- 3. The general document manager will conduct the clerical work stated below.
  - (1) Preparation of the corporate document file management register and a register of transfers and disposal
  - (2) Coordination with the national government and the National Archives of Japan, Incorporated Administrative Agency (hereinafter referred to as the "National Archives of Japan") in relation to management of corporate documents, and implementation of the necessary improvement measures
  - (3) Implementation of training related to the management of corporate documents
  - (4) Measures necessary in association with new establishment, revision, and abolition of organizations
  - (5) Preparation of points for preserving the Corporate Document Files and other matters necessary in relation to execution of these provision
  - (6) Other general control of clerical work related to management of corporate documents

(Assistant general document manager, etc.)

Article 4.

1. AMED will have one assistant general document manager.
2. The managing director of the Department of General Affairs will serve as the assistant general document manager.
3. The assistant general document manager will assist the general document manager for the clerical work stated in each item of Article 3.3.
4. The assistant general document manager can appoint the director of the Division of General Affairs as an assistant to the assistant general document manager and have that person conduct practical assistance for the clerical work stipulated in each of the items of Article 3.3.

(Chief document manager)

Article 4-2

1. AMED will have a chief document manager.
2. The director of the department or office (hereinafter referred to as the “Department or Office”) stipulated in Article 10 of the Organization Regulations (Regulation No. 4 of 2015) will serve as the chief document manager.
3. The chief document manager will be in charge of the clerical work stated in each item of Article 5.3 for the corporate documents that the chief document manager manages.

(Document managers)

Article 5.

1. AMED will have document managers.
2. The directors of the divisions stipulated in Article 11 through Article 17-2 of the Organization Regulations and the overseas offices stipulated in Article 15-3.2 of the Organization Regulations will serve as document managers. Provided, however, that in the event that the chief document manager designated other people, this will not apply.
3. As the people responsible for conducting document management related to the clerical work under their jurisdiction, they will conduct the clerical work stated below for the corporate documents that they manage.
  - (1) Preservation
  - (2) Setting measures for when the preservation period ends

- (3) Making statements in the corporate document file management register
- (4) Transfer or disposal (including making statements in a register of transfer and disposal)
- (5) Inspection of the management situation
- (6) Creation of corporate documents, organization of corporate documents according to Attached Table 1, and other guidance for employees in relation to management of corporate documents

(Assistant Document managers)

Article 6.

1. AMED will have one or more assistant document managers.
2. The people in charge of general management who were designated by the document managers will serve as the assistant document managers. After designating the assistant document managers, the document managers must promptly report their names and positions to the assistant general document manager.
3. The assistant document managers will provide practical assistance to the document managers for the clerical work stated in each of the items of Article 5.3.

(Person responsible for audits)

Article 7.

1. AMED will have a person responsible for audits.
2. The director of the Office of Audit will serve as the person responsible for audits.
3. The person responsible for audits will conduct audits concerning the state of management of corporate documents.

(Supervisory division)

Article 8.

The supervisory division for document management will be the Division of General Affairs, Department of General Affairs.

(Duties of the Board Members and Employees)

Article 9.

The Board Members and Employees must comply with the intent of the Act and follow related laws and regulations, ordinances, and provisions and the instructions of the general document manager and the document managers, and manage corporate documents properly.

### Chapter 3: Creation

(Principle of valuing documents)

Article 10.

Except for cases in which the matter related to the handling is insignificant, based on the provisions of Article 11 of the Act, employees must follow the document managers' instructions and create documents in order to rationally leave evidence of and make it possible to verify the processes of reaching decisions, including backgrounds, at AMED and the results of AMED's clerical work and business in order to contribute to accomplishing the purposes of Article 1 of the Act.

(Creation of documents related to the work of Attached Table 1)

Article 11.

For the work stated in Attached Table 1, documents will be created by referring to the types of corporate documents in that table.

(Appropriate and efficient document creation)

Article 12.

1. When creating documents, information, such as forms and materials, which can be used repeatedly, will be provided for employees' use by utilizing electronic message boards.
2. For the creation of documents, accurate and concise statements will be made by using easily understood characters and terms, and reference will be made to the list of Chinese characters designated for everyday use (Cabinet Notification No. 2 of 2010), modern kana orthography (Cabinet Notification No. 1. of 1986), the usage of kana for indicating the reading of Chinese characters (Cabinet Notification No. 2 of 1973), and the writing of words of foreign origin (Cabinet Notification No. 2 of 1991).

### Chapter 4: Arrangement

(Employees' obligation for arrangement)

Article 13.

Employees must follow the provisions of Article 14 and Article 15 to conduct the arrangements stated below.

- (1) Classify and name the corporate documents that were created or acquired, and set a preservation period and the date when the preservation period will expire.
- (2) Gather corporate documents that have a mutually close relationship into a Corporate Document File.
- (3) Classify and name the Corporate Document File of the previous item, and set a preservation period and the date when the preservation period will expire.

(Classifications and names)

Article 14.

For classification of a Corporate Document File, three stages of classification (for the work stated in Attached Table 1, classification after referring to that table) must be made in which a small classification (name of the Corporate Document File) that summarizes corporate documents that have a mutually close relationship is first conducted in accordance with the characteristics and content of AMED's clerical work and business, a medium classification that summarizes those small classifications is conducted next, and then a large classification that further summarizes those medium classifications is conducted, and then easy-to-understand names must be given to each of those classifications.

(Preservation periods)

Article 15.

1. Employees must set the preservation period of Corporate Document Files according to Attached Table 1. Provided, however, that for corporate documents that do not fall under the types of corporate documents stated in that table, the document manager will conduct discussions with the director of the supervisory division, in accordance with the characteristics and content of the clerical work and business under the jurisdiction of the division or overseas office, and then stipulate standard document preservation period criteria for the division or overseas office, and

employees can then set preservation periods according to those criteria.

2. For corporate documents that have been deemed as falling under the historical public records and archives of Article 2.6 of the Act, a preservation period of at least one year will be set when setting the preservation period of Article 15.1.
3. The initial date of the preservation period of Article 13.1 will be April 1 of the fiscal year after the fiscal year that includes the date when corporate documents were created or acquired (hereinafter referred to as the “Date of Document Creation or Acquisition”). Provided, however, that in the event that the document manager recognizes that making the initial date a date other than April 1 and within one year after the Date of Document Creation or Acquisition will contribute to appropriate management of corporate documents, it will be that date.
4. The preservation period of Article 13.3 will be the preservation period for the corporate documents that were put together in the Corporate Document File.
5. The initial date of the preservation period of Article 13.3 will be April 1 of the fiscal year after the fiscal year that includes the earliest date (hereinafter referred to as the “File Creation Date”) of the dates when corporate documents were put together in the Corporate Document File. Provided, however, that in the event that the document manager recognizes that making the initial date a date other than April 1 and within one year after the File Creation Date will contribute to appropriate management of corporate documents, it will be that date.
6. The provisions of the previous two clauses will not apply for corporate documents for which the preservation period is a period that is uncertain on the Date of Document Creation or Acquisition or for the Corporate Document File in which such corporate documents were put together.

## Chapter 5: Preservation

(Points for preserving the Corporate Document Files)

### Article 16.

1. The general document manager will create Points for Preserving the Corporate Document Files (hereinafter referred to as the “Preservation Points”) in order to contribute to the appropriate preservation of the Corporate Document Files and promote centralized management.
2. The Preservation Points must state the matters listed below.



- (1) Preservation places and methods for paper documents
- (2) Preservation places and methods for electronic documents
- (3) Handover procedures
- (4) Other measures for ensuring appropriate preservation

(Preservation)

Article 17.

Document managers must follow the Preservation Points to implement measures for appropriately preserving the Corporate Document Files that belong to the division or overseas office until the dates when the preservation periods of the relevant Corporate Document Files expire, and when handover will be made to another document manager due to a personnel transfer, appropriate handover must be conducted.

(Emergency removal)

Article 18.

Of the corporate documents that are stored or preserved in the division or overseas office, those that are important must be stored in a book room for which emergency removal is clearly indicated.

(Borrowing and reading preserved documents)

Article 19.

1. When a person intends to borrow and read a Corporate Document File, the person will fill in the required matters in the list of borrowing and reading Corporate Document Files and then borrow and read the file.
2. A person who borrowed and read a Corporate Document File may not do subleasing, separating, or altering of such files.

## Chapter 6: Corporate document file management register

(Preparation and public announcement of a corporate document file management register)

Article 20.

1. The general document manager will use the document management system to prepare AMED's corporate document file management register based on the provisions of Article 15 of the Order

for Enforcement of the Public Records and Archives Management Act (Order No. 250 of 2010; hereinafter referred to as the “Enforcement Order”).

2. The supervisory division must keep the corporate document file management register in a place stipulated in advance, provide it for general access, and make it public on the Internet.
3. In the event that the supervisory division has stipulated or changed the office for providing the corporate document file management register for general access, it must publicly announce the place of that office in the Official Gazette.

(Making statements in the corporate document file management register)

#### Article 21.

1. At least one time each fiscal year, the document manager must state in the corporate document file management register the matters stated in each of the items of Article 15.1 of the Enforcement Order, concerning the current state of the Corporate Document Files that the person manages (limited to matters for which the preservation period is at least one year).
2. For statements of the previous clause, in the event that they fall under the nondisclosure information stipulated in each of the items of Article 5 of the Incorporated Agency Information Access Act, the document manager must ensure that the relevant nondisclosure information is not clearly indicated.
3. In the event that a Corporate Document File for which the preservation period expired was transferred to the National Archives of Japan or disposed of, the document manager must delete the statements in the corporate document file management register that are related to that Corporate Document File and state its name and the date it was transferred or disposed of in a register of transfer and disposal prepared by the general document manager.

### Chapter 7: Transfer, disposal, or extension of the preservation period

(Measures when the preservation period expires)

#### Article 22.

1. For Corporate Document Files, the document manager must, based on Attached Table 2 and at the earliest time possible before expiration of the preservation period (in principle, when a Corporate Document File is acquired or created), stipulate the measures for when the

preservation period expires of Article 11.4 of the Act and state them in the corporate document file management register.

2. When a Corporate Document File will be disposed of based on the provisions of Article 23, the document manager must conduct disposal by cutting it up, deletion of electromagnetic records, and implementation of other appropriate measures in accordance with that Corporate Document File so that the content will not be leaked. When implementing those measures, the document manager will do so by taking sufficient care concerning the Necessity for Maintaining Confidentiality.
3. In the event that the document manager recognizes that, for a Corporate Document File that will be transferred based on the provisions of Article 23, it is appropriate to limit use at the National Archives of Japan as a matter that falls under a case stated in Article 16.1.2 of the Act, the person must obtain agreement by the general document manager and then submit an opinion to the National Archives of Japan.

(Transfer or disposal)

Article 23.

For a Corporate Document File for which the preservation period has expired, the document manager must follow the instructions of the general document manager and transfer it to the National Archives of Japan or dispose of it based on the provisions of Article 22.

(Extension of the preservation period)

Article 24.

1. For a Corporate Document File stated in one of the items below, the document manager must extend its preservation period and the date when the preservation period will expire for the period until the respective date of passage of the period stipulated below in accordance with its classification, even when it is after the expiration of its preservation period. In such a case, when a corporate document that falls under one classification also falls under another classification, it will be preserved for the period until the date when the later of the respective dates of passage of the periods passes.
  - (1) A matter that is currently subject to an audit or inspection: The period until the relevant audit or inspection ends

- (2) A matter that is necessary for conducting an action for procedures for a lawsuit that is currently pending: The period until the relevant lawsuit ends
  - (3) Matters necessary for conducting an action for procedures for a motion of objection currently pending: The one-year period beginning on the date after the date of a verdict or decision for the relevant motion of objection
  - (4) A matter for which a request for disclosure has been made based on the provisions of Article 3 of the Incorporated Agency Information Access Act: The one-year period beginning on the date after the date of a decision of one of the items of Article 9 of the Incorporated Agency Information Access Act
2. For a Corporate Document File that is possessed by a division or an overseas office, when the document manager recognizes that it is necessary for handling clerical work of that division or overseas office or for the performance of other duties, the person can stipulate in advance, by a date before the date when that preservation period will expire, an appropriate period for handling that clerical work and extend the relevant preservation period. In such a case, the same will also apply when the preservation period for the relevant extension will be subsequently extended again.

## Chapter 8: Inspection, audits, and reporting the state of management

(Inspection and audits)

### Article 25.

1. The document manager must conduct an inspection at least one time each fiscal year concerning the state of management of the corporate documents for which the person is responsible for managing, and report those results to the general document manager.
2. The person responsible for audits must conduct an audit at least one time each fiscal year concerning the state of management of corporate documents, and report those results to the general document manager.
3. The general document manager will implement the measures that are necessary for management of corporate documents based on the results of inspections or audits.

(Handling loss)

#### Article 26.

1. In the event that the loss or erroneous disposal of a Corporate Document File has become clear, the document manager must immediately report it to the general document manager.
2. When the general document manager has received a report of the previous clause, the person will promptly implement the measures that are necessary in order to prevent the spread of damage.

(Reporting the state of management)

#### Article 27.

Each fiscal year the general document manager will make a report to the Prime Minister concerning the status of statements in the corporate document file management register and other situations of the management of corporate documents.

### Chapter 9: Training

(Implementation of training)

#### Article 28.

The general document manager will have employees acquire the knowledge and skills that are necessary in order to appropriately and efficiently manage corporate documents or will conduct the training that is necessary for improving their knowledge and skills.

(Participation in training)

#### Article 29.

The document manager must have employees actively participate in training conducted by the general document manager, the National Archives of Japan, and other organizations.

### Chapter 10: Management of confidential documents

(Division of confidential documents)

#### Article 30.

1. Confidential documents will consist of the two types below.

- (1) Documents for which maintenance of confidentiality is necessary in relation to the content of the case, and for which there is a possibility that a leak of the document will significantly hinder the smooth performance of AMED's work (work-related confidential documents)
- (2) Documents that may not be reported to parties other than the related parties for a reason related to personnel management (personnel-related confidential documents)
2. In addition to following the stipulations of other chapters, confidential documents must be managed by taking particularly detailed care according to the provisions of this chapter.
3. In the event that a confidential document was lost or confidential information leaked, the document manager will immediately report it to the general document manager.

(Principles for creation and acquisition of confidential documents)

Article 31.

1. Creation and acquisition of confidential documents must be kept to the minimum necessary.
2. In the event that a document that was created or acquired as a corporate document in relation to duties can be recognized as falling under a confidential document, the Board Members and Employees must strive to receive the designation of Article 32.1 without delay.
3. The document manager must strive to ensure that the designation of Article 32.1 is conducted appropriately for the corporate documents that the relevant division or overseas office possesses.

(Designation of confidentiality classifications)

Article 32.

1. The document manager will conduct designation for confidential documents according to the classifications of Article 30.1 (hereinafter referred to as the "Confidentiality Classifications").
2. For the designation of Article 32.1, the document manager must conduct it carefully and keep it to the minimum necessary.
3. For the designation of Article 32.1, the document manager must decide the period in which handling as a confidential document is necessary (hereinafter referred to as the "Confidential Handling Period").
4. When the Confidential Handling Period has passed, the relevant corporate document will have lost the Necessity for Maintaining Confidentiality.

5. When the document manager recognizes, before the passage of the Confidential Handling Period for a confidential document that the person designated, that the document has lost the Necessity for Maintaining Confidentiality, the person can remove that designation.
6. Before the Confidential Handling Period for a confidential document that was designated by the document manager passes, the document manager can change that Confidential Handling Period as necessary.
7. When the document manager has conducted the removal of the designation of Article 32.5 or the change of the Confidential Handling Period of Article 32.6 for a confidential document that the person designated, the person will notify the people related to the relevant corporate document of that fact.

(Management of confidential documents)

Article 33.

1. For each of the confidential documents that were designated, the document manager must follow the stipulations of these provisions and strive to ensure that they are appropriately managed as confidential documents.
2. The document manager can give the assistant document manager(s) an order in advance to assist the relevant designated person with the clerical work stipulated in these provisions, as well as to preserve the confidential documents, take them in and out, and other clerical work related to the management of confidential documents.
3. Confidential documents must be managed so that their location will be clear.

(Indication as confidential documents)

Article 34.

1. When a confidential document has received designation as a confidential document based on the provisions of Article 32.1, an indication as a confidential document must be appropriately affixed.
2. For the indication as a confidential document, for each case the matters stated below and the matters recognized as necessary for appropriately indicating the fact that it is a confidential document are to be stated on the relevant confidential document.
  - (1) The Confidentiality Classification that was designated based on the provisions of Article

### 32.1

#### (2) The Confidential Handling Period

(3) In the event that the document was created, the name of the division or overseas office that conducted that creation

3. For a corporate document other than a confidential document, indication as a confidential document or affixing a similar indication may not be conducted.

4. For Board Members and Employees who created or acquired a confidential document, the document manager can take the action stated below concerning the relevant confidential document.

(1) For a corporate document that should be affixed with an indication as a confidential document, order the person to affix that indication.

(2) In the event that indication as a confidential document is not appropriate, issue instructions for the appropriate indication and order correction.

(Handling of administrative organs' confidential documents)

#### Article 35.

When a confidential document that was designated by an administrative organ was acquired, it will be handled in the same way as the management of confidential documents that is stipulated in these provisions.

(Duplication of confidential documents)

#### Article 36.

1. Copies of confidential documents may not be created unless approval is obtained from the person who designated them as confidential.

2. "Confidential" must be indicated on copies of confidential documents, and they must be managed appropriately as confidential documents.

(Delivery of confidential documents)

#### Article 37.

In the event that a confidential document will be sent, it will be sealed shut, and when it will be sent by postal mail, it will be registered mail, and when a courier service will be used, and then a receipt



will be obtained from the person responsible for receiving the document.

(Preservation of confidential documents)

Article 38.

Confidential documents must be separated from other documents and appropriately preserved in a book room that can be locked or in another place where it is possible to equivalently prevent leaks of confidential documents.

(Disposal of confidential documents)

Article 39.

When the disposal of confidential documents will be conducted based on the provisions of Article 23, they must be disposed of by incinerating them or by another method that makes it possible to equivalently prevent leaks of confidential information.

## Chapter 11: Delivery and acceptance of corporate documents

(Making statements in a register of receiving documents)

Article 40.

For documents that were delivered from a party outside AMED, the sender, the name of the matter, the receipt number, and other necessary matters will be stated in a register of receiving documents kept in the Department or Office that has jurisdiction for the relevant work, and the receipt number can be a serial number that changes based on the calendar year.

(Dispatched documents)

Article 41.

1. In principle, the registration number stipulated in the Provisions for Final Decisions (Provision No. 11 of 2015) and the date of dispatch will be stated in dispatched documents.
2. If necessary, an official seal and a seal over the edges of adjacent pages will be affixed to dispatched documents.

## Chapter 12: Auxiliary Provisions

(Relationship with other laws and ordinances)

Article 42.

In the event that, based on the provisions of a law or an order based on a law, special stipulations have been set for the classification, creation, preservation, or disposal of corporate documents or for other matters related to corporate documents management, the stipulations of the relevant law or the order based on that law will be followed for the relevant matters.

#### Supplementary provisions

These provisions will go into effect on April 1, 2015.

Supplementary provision (Provision No. 46 of April 1, 2016)

These provisions will go into effect on April 1, 2016.

Supplementary provision (Provision No. 74 of March 2, 2017)

These provisions will go into effect on April 1, 2017.

Supplementary provision (Provision No. 32 of March 27, 2020)

These provisions will go into effect on April 1, 2020.

Supplementary provision (Provision No. 9 of December 10, 2020)

(Date of enforcement)

These provisions will go into effect on December 10, 2020, and the provisions of the revised Provisions for Management of Corporate Documents will apply beginning with documents that are dispatched on November 16, 2020.

Attached Table 1 (Related to Article 5, Article 11, and Article 15)

Preservation Period Criteria for Corporate Documents

Preservation Period Criteria for Corporate Documents					
Matter		Classification of work	Type of corporate document related to the relevant work	Preservation period	Specific examples of corporate documents
Decisions and history related to operation and management of AMED's organizations					
1	Establishment, revision, or abolition, and the history of such matters	Important history related to the existence of organizations	Document related to registration and financial basis for establishment, revision, or abolition	Indefinite period	<ul style="list-style-type: none"><li>• Document of final decision related to registration</li><li>• Document of final decision related to acquisition, management, or disposal of real estate</li><li>• Register of invested funds</li><li>• Document that was taken over from another organization</li><li>• Document related to compilation of AMED's work history</li></ul>
2	Establishment, revision, or abolition of	(1) Consideration of a plan	a. Plan basis document	30 years	<ul style="list-style-type: none"><li>• Work policy</li><li>• Work plan</li></ul>

	provisions, and the history of such matters		b. Investigative research document related to consideration of a plan c. Meeting document related to consideration of a plan		<ul style="list-style-type: none"> <li>• Instructions by the President</li> <li>• Materials for investigation or consideration</li> <li>• Hearing conducted for a related organization or related party</li> </ul>
					<ul style="list-style-type: none"> <li>• History of holding meetings</li> <li>• Overview of proceedings, or minutes</li> <li>• Distributed materials</li> <li>• Report</li> </ul>
		(2) Discussions with related organizations	Document about discussions with related organizations		<ul style="list-style-type: none"> <li>• Draft for discussion</li> <li>• Questions or opinions from related organizations</li> <li>• Replies to related organizations</li> </ul>
		(3) Agreement by the competent minister	Final decision document or document that was submitted to request agreement by the competent minister		<ul style="list-style-type: none"> <li>• Draft of provisions</li> <li>• Reasons, new and old comparative provisions, or reference provisions</li> <li>• Written agreement</li> </ul>
		(4) Establishment, revision, or abolition	Final decision document for establishment, revision, or abolition		<ul style="list-style-type: none"> <li>• Draft of provisions or draft of detailed rules</li> <li>• Draft of provisions or draft of a notification</li> <li>• Reasons, new and old comparative provisions, or reference provisions</li> </ul>
		(5) Notification to the competent minister	Document related to notification to the competent minister		<ul style="list-style-type: none"> <li>• Written notification</li> </ul>
		(6) Public announcement	Document related to public announcement		<ul style="list-style-type: none"> <li>• Publicly announced document</li> </ul>
3	Request or notification for permission or approval from the competent minister, based on the provisions of a law or ordinance, and the history of that request	Consideration of a plan related to a request or notification for permission or approval from the competent minister, based on the provisions of the Act on General Rules for Incorporated Administrative Agencies (Act No. 103 of 1999) or another law or ordinance, and the history of that consideration	a. Plan basis document b. Investigative research document related to consideration of a plan c. Document related to submitted documents, proceeding, decisions, and consent related to an incorporated administrative agency evaluation committee d. Final decision document or document that was submitted in order to make a request or notification for permission or approval e. Document related	10 years	<ul style="list-style-type: none"> <li>• Midterm goals</li> <li>• Work policy</li> <li>• Instructions by the President</li> <li>• Materials for investigation or consideration</li> <li>• Hearing conducted for a related organization or related party</li> <li>• Materials submitted to a committee</li> <li>• Draft of a statement of operation procedures</li> <li>• Draft of a midterm plan</li> <li>• Draft of a fiscal-year plan</li> <li>• Written business report</li> <li>• Draft of a notification</li> <li>• Draft of a report</li> <li>• Publicly announced document</li> </ul>

			to public announcement		
4	Deliberation and decision or understanding for a policy or plan for work operation (excluding matters that are stated in other items)	Consideration of a plan related to deliberation and decision or understanding for a policy or plan for work operation, and the important history of that consideration	a. Plan basis document	10 years	<ul style="list-style-type: none"> <li>• Work policy</li> <li>• Work plan</li> <li>• Instructions by the President</li> </ul>
			b. Investigative research document related to consideration of a plan		<ul style="list-style-type: none"> <li>• Materials for investigation or consideration</li> <li>• Hearing conducted for a related organization or related party</li> </ul>
			c. Document that was submitted to a committee or a board of Executive Directors meeting as a material for consideration of a plan (including documents in which proceedings were recorded, documents that were submitted, and documents in which opinions were recorded)		<ul style="list-style-type: none"> <li>• History of holding minutes</li> <li>• Overview of proceedings, or minutes</li> <li>• Distributed materials</li> <li>• Midterm report or final report</li> <li>• Opinions or suggestions</li> </ul>
			d. Document concerning discussion with a related organization		<ul style="list-style-type: none"> <li>• Draft for discussion</li> <li>• Questions or opinions from a related organization</li> <li>• Reply to a related organization</li> </ul>
			e. Document in which a decision or understanding was recorded		<ul style="list-style-type: none"> <li>• Overview or summary of proceedings</li> <li>• Document concerning a decision or understanding</li> </ul>
5	Matter related to implementation of business (excluding matters stated in other items)	Implementation of discussions or coordination and business with related parties, and the important history of that implementation	a. Document related to discussions or coordination with related organizations or other related parties	10 years	<ul style="list-style-type: none"> <li>• History of discussions or coordination</li> </ul>
			b. Final decision document for implementation of business		<ul style="list-style-type: none"> <li>• Implementation plan</li> </ul>
			c. Document in which an expense estimate for work was recorded, or a document related to another bid or agreement		<ul style="list-style-type: none"> <li>• Expense estimate</li> <li>• Written specifications</li> <li>• Criteria for selecting businesses</li> <li>• Written estimate</li> <li>• Bid result</li> <li>• Agreement or work schedule</li> </ul>
			d. Document related		<ul style="list-style-type: none"> <li>• Written business report</li> </ul>

			to implementation of business		<ul style="list-style-type: none"> <li>• Written report of conclusion</li> </ul>
			e. Document related to after-the-fact evaluation and follow-up evaluation		<ul style="list-style-type: none"> <li>• Minutes of a committee meeting</li> <li>• Distributed materials</li> <li>• Opinions</li> <li>• Written business evaluation</li> </ul>
6	Matter related to exercising of rights by an individual or a corporation	(1) Work related to a request for disclosure based on the Incorporated Agency Information Access Act or the Act on the Protection of Personal Information (Act No. 57 of 2003; hereinafter referred to as the “Personal Information Protection Act”)	a. Document related to a request for disclosure based on the Incorporated Agency Information Access Act or the Personal Information Protection Act	5 years	<ul style="list-style-type: none"> <li>• Written request for disclosure</li> <li>• Decision and notification concerning disclosure</li> </ul>
			b. Document related to a request for screening	10 years	<ul style="list-style-type: none"> <li>• Written request for screening</li> <li>• Consultation at a screening meeting concerning public disclosure of information and protection of personal information</li> <li>• Document submitted to a screening meeting</li> <li>• Decision concerning a screening request</li> </ul>
		(2) Initiating or responding to a lawsuit to which AMED is a party, or other work related to a lawsuit	a. Document related to initiating or responding to a lawsuit	10 years after the fiscal year after the date the lawsuit ends	<ul style="list-style-type: none"> <li>• Written complaint or writ of summons</li> </ul>
			b. Document related to allegations or production of evidence for a lawsuit		<ul style="list-style-type: none"> <li>• Written response, legal briefs, various types of petitions, record of oral proceedings or witnesses, or documentary evidence</li> </ul>
			c. Written judgment or record of settlement		<ul style="list-style-type: none"> <li>• Written judgment or record of settlement</li> </ul>
7	Matters related to invested funds, management expense subsidies, and facility expenses	(1) Important history related to requests for management expense subsidies	Document related to requests for management expense subsidies and facility expenses	10 years	<ul style="list-style-type: none"> <li>• Investigation of the state of execution</li> <li>• Written request</li> </ul>
		(2) Important history related to expenditure of management expense subsidies	a. Statements of accounts for revenue and expenditure, and a document in which the decision-making that served as a basis for creation	30 years	<ul style="list-style-type: none"> <li>• Statements of accounts</li> <li>• Financial statements</li> <li>• Statements of expenditures</li> <li>• General accounting ledger</li> <li>• Financing plan</li> <li>• Proof of calculation</li> <li>• Document related to loans</li> </ul>

			of that statements of accounts and the provisions that led to that decision-making were recorded		
			b. Other register related to accounting	5 years	<ul style="list-style-type: none"> <li>• Written specifications</li> <li>• Written estimate or statements of delivery</li> <li>• Invoice</li> </ul>
Matters related to personnel matters for AMED's Board Members and Employees					
8	Matters related to personnel matters for the Board Members and Employees	(1) Work related to personnel matters	a. Final decision document related to applications for permission related to appointment or dismissal of AMED's board members	30 years	• Document related to appointment or dismissal of the Executive Director (including payment of a severance allowance) and applications for permission for such matters
			b. Final decision document related to employees' appointment, dismissal, and transfers, and important final decision document related to various types of recognition and discipline for employees		<ul style="list-style-type: none"> <li>• Document related to employees' hiring and resignation (including payment of a severance allowance)</li> <li>• Document related to notification or extension of mandatory retirement age</li> <li>• Document related to employees' recognition and discipline</li> <li>• Document related to employees' promotion</li> </ul>
			c. Final decision document related to employees' appointment, dismissal, and transfers, and final decision document related to various types of recognition and discipline for employees	10 years	• Document related to conclusion of a request for a temporary loan or a temporary loan agreement
			d. Final decision document related to employees' appointment, dismissal, transfers, and work	5 years	<ul style="list-style-type: none"> <li>• Document related to appointment of auditor, audit employees, and inspection employees</li> <li>• Document related to commissioning and changing of affiliation for part-time employees</li> <li>• Document related to employment of employees who are hired for a short period</li> </ul>
			e. Final decision document related to decision-making by AMED	3 years	<ul style="list-style-type: none"> <li>• Document related to training for employees</li> <li>• Document related to an employee's supplication for permission to conduct a side job and approval of that application</li> </ul>
		(2) Work related to	a. Final decision	5 years	• Document related to salary increases

		board members' remuneration and employees' salary	document related to provision of board members' remuneration, employees' salary, and various allowances		• Document related to a decision on the ratio of provision of bonuses	
			b. Document in which the state of attendance by board members and employees was recorded		• Attendance register • Another document related to the state of attendance by board members or employees	
		(3)	Work related to benefits	Document related to benefits	5 years	• Document related to health examinations or other health management • Document related to leasing or loaning AMED housing
		(4)	Work related to personnel evaluation	Document related to personnel evaluation	5 years	• Document related to implementation or change of personnel evaluation
		(5)	Work related to labor	Document related to labor	5 years	• Document related to a request or negotiations from a labor union or to a reply • Document related to reporting to a supervisory authority • Document related to occupational accidents
		(6)	Work related to the ethics of the Board Members and Employees	Document related to the ethics of the Board Members and Employees	5 years	• Document related to notification of attendance at a gathering that involves food and drink • Written report of gifts • Copy of a written application for approval of a lecture, written advance notification, or written approval
Matters related to AMED's accounting, inspection, asset management, and other work management						
9	Matter related to accounting, inspection, or other work management	(1)	Work related to a. an organization's accounting	A document that is related to accounting and that is related to financial statements	30 years	• Document related to financial statements • Notification of approval of financial statements
			b. A document that is related to accounting and that is related to budget or settlement work	10 years	• Document related to instructions for budget implementation plans • Document related to diversion of the expenditure budget • Trial balance sheet for the total balance • Accounting document	
			c. A document that is related to accounting and that is to be submitted to an external party, such as a tax declaration	5 years	• Document related to declaration of consumption tax or prefectural resident tax • Document requesting confirmation of the balance of debts and credits • Another document related to accounting	
			d. Important document related to clerical work for management of funds	10 years	• Document related to borrowing or converting funds • Document related to revenue and expenditure • Document related to the balance of funds • Document related to operation of funds • Document related to settlement	

					<ul style="list-style-type: none"><li>• Other submitted materials</li></ul>	
		e.	Document related to clerical work for management of funds	5 years	<ul style="list-style-type: none"><li>• Document related to repayment of a loan</li><li>• Invoice for management expense subsidies</li><li>• Document related to establishing and designating a transaction account</li><li>• Balance certificate</li><li>• Document related to fund work</li></ul>	
		f.	Important document related to clerical work for a sale, loan, contract, or other agreement	10 years	<ul style="list-style-type: none"><li>• Document related to conclusion of an agreement</li><li>• Document related to registration of contractors</li><li>• Document related to issuance of a certificate for an agreement</li><li>• Document related to establishment, revision, or abolition of a standard agreement</li></ul>	
		g.	Document related to clerical work for a sale, loan, contract, or other agreement	5 years	<ul style="list-style-type: none"><li>• Another document related to agreement work</li></ul>	
	(2)	a.	Work related to inspection or work management for a consignment agreement or issuing subsidies	Standard agreement for consignment agreements or subsidies, or a document related to inspection manuals	10 years	<ul style="list-style-type: none"><li>• Document related to establishment, revision, or abolition of an agreement concerning consignment agreement standards</li><li>• Document related to improving the efficiency of inspection manuals or the inspection system</li></ul>
		b.		Notification from a business operator	5 years	<ul style="list-style-type: none"><li>• Notification of change of representative</li></ul>
		c.		Document related to an agreement or support screening committee	3 years	<ul style="list-style-type: none"><li>• Materials for an agreement or support screening committee</li></ul>
	(3)	a.	Work related to general control of clerical work related to an accounting audit or another audit by a government office	Document that was submitted or sent to the Board of Auditors	5 years	<ul style="list-style-type: none"><li>• Document related to contact and coordination related to inspection</li><li>• Document related to notification of on-site accounting inspection, on-site investigation, or inspection of accounting work</li><li>• Calculation statement</li><li>• Evidence document (excluding documents possessed by the Board of Auditors)</li></ul>
		b.		Document related to the results of undergoing inspection or audit by the Board of Auditors		<ul style="list-style-type: none"><li>• Opinion or request for handling (excluding information possessed by the Board of Auditors)</li></ul>
	(4)		Work related to accounting auditors	Document related to accounting auditors	10 years	<ul style="list-style-type: none"><li>• Document related to implementation of selection of accounting auditor candidates</li><li>• Document related to requesting advance document screening for selection of accounting auditors</li><li>• Document related to notification of selection or non-selection of accounting auditor candidates</li><li>• Document related to submission to a list of names of accounting auditors</li></ul>
	(5)		Work related to the auditor's	Document related to a plan and implementation of an	5 years	<ul style="list-style-type: none"><li>• Document related to implementation and notification of an audit based on an auditor's audit plan</li></ul>



		audits	auditor's audit and a report of the audit results		<ul style="list-style-type: none"><li>• Document related to submission of written opinions related to financial statements and statements of accounts</li><li>• Document related to submission of a written audit report</li></ul>		
10	Matters related to management of an organization's assets or property	(1)	Work related to management of physical assets (excluding funds)	a.	Document related to acquisition, management, and disposal of assets	10 years	<ul style="list-style-type: none"><li>• Document related to a decision concerning disposal method</li><li>• Document related to a completion report to the national government</li><li>• Document related to reporting and payment of revenue obtained through asset disposal</li></ul>
				b.	Document related to fixed assets tax	5 years beginning in the fiscal year after declaration was made	<ul style="list-style-type: none"><li>• Document related to declaration of fixed assets tax</li></ul>
				c.	Document related to insurance for assets	5 years	<ul style="list-style-type: none"><li>• Document related to coverage by insurance for assets</li></ul>
		(2)	Work related to acquisition, management, or disposal of intellectual property	a.	Document related to succession of intellectual property rights and instructions for that succession	5 years	<ul style="list-style-type: none"><li>• Document related to succession of intellectual property rights</li></ul>
				b.	Document related to instructions for filing an overseas application for intellectual property rights	5 years	<ul style="list-style-type: none"><li>• Document related to instructions for filing an application</li></ul>
				c.	Document related to licensing of intellectual property rights	5 years beginning in the fiscal year after the date when the license agreement ends	<ul style="list-style-type: none"><li>• Document related to conclusion of a license agreement</li><li>• Matters such as a change agreement for a license agreement</li></ul>
				d.	Document related to holding meetings for and operating an intellectual property screening committee	10 years	<ul style="list-style-type: none"><li>• Document related to holding meetings for and operating an intellectual property screening committee</li></ul>
				e.	Document related to maintenance, waiver, or transfer of intellectual property rights	5 years	<ul style="list-style-type: none"><li>• Document related to maintenance, waiver, or transfer of intellectual property rights</li></ul>
				f.	Document related to a lawsuit or responding to a lawsuit for intellectual property rights	10 years beginning in the fiscal year after the date when the lawsuit ends	<ul style="list-style-type: none"><li>• Written complaint or written reply related to a lawsuit concerning patent rights</li></ul>
				g.	Document related to dissemination or provision of	1 year	<ul style="list-style-type: none"><li>• Dissemination of intellectual property rights or other technical information</li><li>• Document related to provision</li></ul>

			intellectual property rights or other technical information		
			h. Document related to authorization of a work-related invention	3 years	• Document related to an intellectual property screening committee's authorization of a work-related invention
		(3) Work related to management of an information system	a. Document related to building, procurement, improvement, or repair of an information system	10 years	• Document related to building, procurement, improvement, or repair of an information system
			b. Document related to procurement procedures, maintenance, or lease of an information system	5 years	• Document concerning a decision on expected costs for procuring an information system • Document related to maintenance work for an information system • Document related to leasing information system equipment
Matters related to operation and management of business, and the history of such matters					
11	Matters related to planning and implementing projects	(1) Work related to consignment or assistance for technical development or research and development for another organization (limited to matters related to project management)	a. Document related to plan formulation for a project	The five-year period beginning in the fiscal year either after the fiscal year in which the project ends or after the fiscal year in which	• Document related to a Committee of external experts related to consideration of plan formulation • Document related to advance evaluation • Document related to delegation of authority for conclusion or investigation of an agreement or memorandum of understanding • Document related to discussions or coordination with a foreign country, administrative organ, local public entity, or person with knowledge and experience
			b. Document related to implementation of a project	which after-the-fact evaluative ends, whichever period is longer	• Document related to procedures for applying for issuance of subsidies • Document related to formulation of a fundamental plan or an implementation policy • Document related to a decision for implementing consignment • Document related to public invitation for consigned parties • Document related to notification of written specifications • Document related to estimation of expenses for a written implementation plan • Document related to conclusion of a consignment agreement (including change agreements) • Document related to designation of a project leader • Document related to management of intellectual property rights • Document related to management of acquired assets • Document related to a change of a fundamental plan or an implementation policy • Document related to reproductions that arose due to implementation of consigned business • Document related to inspection for a consigned party • Document related to receipt of a written report of results for business related to consignment
		(2) Work related to acceptance or execution of subsidies or	a. Document related to plan formulation for support business	5 years Provided, however, that for	• Document related to a Committee of external experts related to consideration of plan formulation • Document related to advance evaluation • Document related to delegation of authority for conclusion or

		consignment fees from the national government (limited to matters related to project management)		business related to multiple fiscal years it will be the five-year period beginning in the fiscal year after the date when the business ends.	<ul style="list-style-type: none"> <li>investigation of an agreement or memorandum of understanding</li> <li>Document related to discussions or coordination with a foreign country, administrative organ, local public entity, or person with knowledge and experience</li> </ul>
			b. Document related to acceptance of subsidies or consignment fees from the national government		<ul style="list-style-type: none"> <li>Document related to issuance of subsidies from the national government</li> <li>Document related to application or a decision for work consignment</li> <li>Document related to conclusion of a consignment agreement (including change agreements) with the national government</li> <li>Document related to an application or notification of approval to the national government for approval of a written implementation plan (including approval or notification of a change) or approval of re-consignment</li> </ul>
			c. Document related to implementation of support business for a business operator		<ul style="list-style-type: none"> <li>Document related to formulation or change of a fundamental plan or an implementation policy</li> <li>Document related to establishment, revision, or abolition of provisions for issuing subsidies</li> <li>Document related to public invitation for business operators</li> <li>Document related to issuing subsidies to another organization</li> <li>Document related to management of acquired assets (limited to information related to subsidies that are currently being executed)</li> <li>Document related to management of industrial property rights (limited to documents related to subsidies that are currently being executed)</li> <li>Document related to a change of plans for business or a report of results from a business operator</li> <li>Document related to inspection for a business operator</li> <li>Document related to by-products that arose due to implementation of business (limited to documents related to subsidies that are currently being executed)</li> </ul>
			d. Document related to a business report from AMED to the national government		<ul style="list-style-type: none"> <li>Document related to a business report to the national government</li> <li>Document related to settlement or request for payment of an amount for an inspection or subsidies from the national government</li> <li>Document related to a report for revenue that arose due to support business (limited to documents related to subsidies that are currently being executed)</li> <li>Document related to transfer of ownership acquired assets to the national government</li> </ul>
	(3)	Work related to loans or debt guarantee to other organizations	Document related to loans or debt guarantee to other organizations	5 years after the case ends  Claim elapse work	<ul style="list-style-type: none"> <li>Document related to approval of a change for work subject to a loan, document related to proof of the balance of a loan amount, document related to an application, decision, or agreement for debt guarantee, or document related to notification of acquisition of payment in subrogation or the right to claim compensation</li> </ul>
	(4)	Work related to project management (excluding matters that belong to other classifications)	a. Document related to receipt of a written report of results or an intermediary annual report for a project	10 years	<ul style="list-style-type: none"> <li>Written report of results and the documents that were received for that report</li> <li>Intermediary annual report and the documents that were received for that report</li> </ul>
			b. Work that arises regularly or as necessary after the end of a project	Five-year period beginning in the fiscal year after the date a report	<ul style="list-style-type: none"> <li>Written report, application form, or notification from a party that was a business operator</li> <li>Document related to a report to the national government based on a written report from a party that was a business operator</li> </ul>

				was received	
		(5) Work related to conclusion of a written agreement, letter of intent, or memorandum of understanding with a government office, local government, or foreign government	Written agreement, letter of intent, or memorandum of understanding	30 years	<ul style="list-style-type: none"> <li>• Written agreement, letter of intent, or memorandum of understanding with a foreign government</li> <li>• Memorandum of understanding with a government office or local government</li> </ul>
		(6) Work related to technical evaluation or business evaluation	Document related to clerical matters for technical evaluation or business evaluation	10 years	<ul style="list-style-type: none"> <li>• Document related to investigation of a foreign country, local government, or related organization for the purpose of evaluation</li> <li>• Document related to a Committee of external experts for the purpose of evaluation</li> <li>• Document related to reflection of evaluation results on work</li> </ul>
		(7) Document related to public relations activities	Document related to public relations activities	1 year	<ul style="list-style-type: none"> <li>• Document related to permission for affixing an AMED symbol mark to products</li> <li>• Final decision document related to public relations</li> <li>• Notification of announcement of business results from a business operator</li> <li>• Document related to approval for use, such as sponsor names</li> </ul>
Other matters					
12	Matter related to honor or recognition	Important history of granting or divesting honor or recognition	a. Final decision document for granting or divesting honor or recognition	10 years	<ul style="list-style-type: none"> <li>• Selection criteria</li> <li>• Selection proposal</li> <li>• Notification</li> </ul>
			b. Document that proves the results of giving honor or recognition	30 years	<ul style="list-style-type: none"> <li>• List of names of recipients</li> </ul>
13	Matters related to planning and implementation related to audits	(1) Planning and implementation related to internal audits	Document related to planning and implementation related to internal audits	10 years	<ul style="list-style-type: none"> <li>• Written work report</li> <li>• Written accounting report</li> <li>• Written audit report</li> </ul>
		(2) Planning and implementation related to research institute audits	Document related to planning and implementation related to research institute audits	30 years	<ul style="list-style-type: none"> <li>• Accusation document</li> <li>• History of holding committee meetings</li> <li>• Committee meeting minutes or opinions</li> <li>• Written report</li> <li>• Written notification</li> </ul>
14	Matters related to management of documents	Management of documents	a. Corporate document file management register and other corporate documents that should be continuously	Daily use	<ul style="list-style-type: none"> <li>• Corporate document file management register</li> </ul>

			preserved as matters for regular use for work		
			b. Register for managing acquired documents	5 years	• Register of receipt
			c. Register for managing final decision documents	30 years	• Register of final decisions
			d. Register in which the situation of transfer or disposal of the Corporate Document Files was recorded	30 years	• Register of transfer and disposal
15	Matter related to discussion or coordination with a related organization or a local public entity in relation to a law, ordinance, or other matter (excluding matters stated in item 1 through item 14)	Discussion or coordination with a related organization or a local public entity in relation to a law, ordinance, or other matter, and the history of that discussion or coordination	Document related to discussion or coordination with a related organization or a local public entity in relation to a law, ordinance, or other matter	10 years	<ul style="list-style-type: none"> <li>• Inquiry or reply document</li> <li>• Acquired document</li> <li>• Overview of proceedings, or minutes</li> <li>• Distributed materials</li> <li>• Written report</li> </ul>
<p>Notes</p> <p>I. In this table, the meanings of the terms stated below will be as stipulated respectively below.</p> <ol style="list-style-type: none"> <li>1. Plan basis document: A document in which the work policy and plans that were the basis for a plan are recorded</li> <li>2. Meeting document: A document that was submitted as a material for consideration to a meeting or other council system organization, a committee for which the constituent members are people who have specialized knowledge, or another gathering (in this table, referred to as the “Committee”), a document in which the proceedings, a report on findings, a proposal, a report, or the opinions of a meeting were recorded, or another document in which the decisions or consent of a meeting, or the process of reaching those decisions or consent, were recorded</li> <li>3. Investigative research document: A document in which the results of an investigation or research, and the process for reaching those results, are recorded</li> <li>4. Final decision document: A corporate document for which the content was decided or confirmed as the intention of AMED by a person who has authority for making decisions for AMED affixing a seal, signing it, or conducting a similar action</li> </ol> <p>II. For each of the clauses from 1 through 15, matters for which a preservation period is separately stipulated by a law, ordinance, the National Personnel Authority’s rules, or other provisions or a notification will be according to those stipulations.</p> <p>III. For corporate documents to which this table does not apply, the document manager will refer to the provisions of this table and then stipulate standard document preservation period criteria in accordance with the characteristics and content of the clerical work and business under the jurisdiction of that document manager.</p>					

## Attached Table 2 (Related to Article 22)

### Measures when a preservation period ends

#### 1. Fundamental perspectives

The purpose in Article 1 of the Act states that “public records and archives as records of historical facts and various activities of the State and incorporated administrative agencies should be available for independent use by the citizens, who have popular sovereignty, as an intellectual resource to be shared by the people in supporting the basis of sound democracy”

and that “ensuring accountability of the State and incorporated administrative agencies to the public for their various activities in both the present and future,” Article 4 of the Act stipulates that documents must be created to make it possible to inquire into or logically observe the decision-making processes, including their background, and the results of affairs and business, and documents that fall into one of the items I through IV below fall under “official documents and other records that are important as historical materials” and will be transferred to the National Archives of Japan after the preservation period expires.

- I. Documents in which the organizations and functions of the State’s institutions and incorporated administrative agencies, and important information related to the consideration process, decisions, implementation, and results of policies are recorded
- II. Documents in which important information related to citizens’ rights and obligations are recorded
- III. Documents in which important information related to the social environment and the natural environment that surround citizens are recorded
- IV. Documents in which important information related to the State’s history, culture, academic matters, or cases are recorded

2. Specific judgment policy for transfer or disposal

Based on the fundamental perspectives of item 1, the judgment for measures when the preservation period for an individual Corporate Document File expires (transfer or disposal) will be made according to (1) and (2) below.

- (1) Measures when a preservation period for a Corporate Document File for the work stated in Attached Table 1 expires will be as stated in the right-hand division of the table below (the meanings of terms will be according to the meanings of the terms in Attached Table 1).

Matter		Classification of work	Measures when the preservation period expires
Decisions related to the operation and management of AMED’s organizations, and the history of those decisions			
1	Establishment, revision, or abolition, and the history of that establishment, revision, or abolition	Important history related to the existence of an organization	Transfer
2	Establishment, revision, or abolition of provisions, and the history of that establishment, revision, or abolition	(1) Consideration of a plan	Disposal
		(2) Discussion with related organizations	
		(3) Agreement by the competent minister	

		(4) Establishment, revision, or abolition	
		(5) Notification to the competent minister	
		(6) Public announcement	
3	Request or notification for permission or approval from the competent minister, based on the provisions of a law or ordinance, and the history of such matters	Consideration of plans related to a request or notification for permission or approval from the competent minister based on the provisions of the Act on General Rules for Incorporated Administrative Agencies (Act No. 103 of 1999) or another law or ordinance, and the history of such matters	Disposal
4	Screening and a decision or consent for policies or plans for work operation (excluding matters that are stated in other items)	Consideration of plans related to the screening and a decision or consent for policies or plans for work operation, and the important history of that consideration, and other history information	Transfer for the items below • For business for which the total business expenses are of a particularly large scale (ex: JPY 10,000,000,000 or more), consideration related to formulation of business plans, environmental impact assessment, business completion report, written evaluation, and other important matters
5	Matters related to implementation of business (excluding matters that are stated in other items)	Discussion or coordination with related parties, implementation of business, and other important history information	Transfer for the items below • For business for which the total business expenses are of a particularly large scale (ex: JPY 10,000,000,000 or more), consideration related to formulation of business plans, environmental impact assessment, business completion report, written evaluation, and other important matters
6	Matters related to an individual or a corporation exercising rights	(1) Work related to a request for disclosure based on the Incorporated Agency Information Access Act or the Personal Information Protection Act (2) Initiating or responding to a lawsuit to which AMED is a party or other work related to a lawsuit	Disposal
7	Matters related to invested funds, management expense subsidies, or facility expenses	(1) Important history related to requests for management expense subsidies (2) Important history related to expenditures of management expense subsidies	Disposal
Matters related to personnel matters for the Board Members and Employees at AMED			
8	Matters related to personnel matters for the Board Members and Employees	(1) Work related to personnel matters (2) Work related to board members' remuneration and employees' salary (3) Work related to benefits	Disposal

		(4) Work related to personnel evaluation	
		(5) Work related to labor	
		(6) Work related to the ethics of the Board Members and Employees	
Matters related to AMED's accounting, inspection, asset management, or other work management			
9	Matters related to accounting, inspection, or other work management	(1) Work related to an organization's accounting (2) Work related to inspection or work management for a consignment agreement or granting subsidies (3) Work related to general control of clerical work for accounting audits or other audits by a government office (4) Work related to the accounting auditor (5) Work related to the auditor's audits	Disposal
10	Matters related to management of an organization's property or assets	(1) Work related to management of physical assets (excluding funds) (2) Work related to acquisition, management, and disposition of intellectual property (3) Work related to management of information systems	Disposal
Matters related to operation and management of business, and the history of such matters			
11	Matters related to planning and implementation of projects	(1) Work related to consignment or assistance for technology development or research and development for other organizations (limited to matters related to project management) (2) Work related to acceptance or execution of subsidies or consignment fees from the national government (limited to matters related to project management) (3) Work related to loans or debt guarantees to other organizations (4) Work related to project management (excluding matters that belong to other classifications) (5) Work related to conclusion of a written agreement, a letter of intent, or a memorandum of understanding with a government office, a local government, or a foreign government (6) Work related to technical evaluation or business evaluation (7) Document related to public relations activities	Disposal
Other matters			
12	Matters related to honors or recognition	Important history of granting or divesting honors or recognition	Disposal
13	Matters related to planning and implementation related to audits	(1) Planning and implementation related to internal audits (2) Planning and implementation related to research institute audits	Disposal
14	Matters related to management of documents	Management of documents	Disposal
15	Matters related to discussion or coordination with a related organization or local public entity related to	Discussion or coordination with a related organization or local public entity related to laws and regulations, or other matter, and the history of that discussion or coordination	Disposal



laws and regulations, or other matter (excluding matters stated in item 1 through item 14)		
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#### Notes

- (i) All Corporate Document Files that include documents for which it has been decided that a transfer will be conducted will be transferred.
  - (ii) Even for matters for which it has been decided that a disposal will be conducted, a transfer will be necessary for matters that are historically important policy matters for which, in light of the fundamental perspectives of item 1, records should be shared as a nation or a society, and that have a significant social impact, are handled by the government as a whole, and for which the lessons will be utilized in the future.
  - (iii) Transfers will be conducted by the document manager who is in charge of the relevant work.
- (2) For matters related to work that is not stated above, a document manager will make individual judgments in light of the fundamental perspectives of item 1.