Business Archives as Resources for Research on Japan

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In this presentation:

- What are business archives?
- What do they contain? Research value?
- Where are they: parent organizations vs public repositories
- Corporate/company archives: internal vs external access
- Gaining access to company archives
- Access to business archives in repositories
- Promotion of business archives by the Shibusawa Eiichi Memorial Foundation
What are business archives?

- Records created or received by a commercial enterprise in the course of operations and preserved for their enduring value.

  A Glossary of Archival and Records Terminology
  by Richard Pearce-Moses, published by the SAA, 2005

- Business archives are those records that are created through a business operation that have a long term value to the business, its stakeholders and future generation. Archives records can include paper, electronic records, audio tapes, video, photographs and objects.

  Business Archives Council of Scotland

Corporate archives

1. Documents and other materials
2. The division within an organization responsible for such materials

  A Glossary of Archival and Records Terminology
What do business archives (BA) contain?

- documents concerning a company’s founders and foundation
- corporate and capital structure
- financial performance
- management culture
- major achievements and public image
- advertising
- acquisitions and strategic alliances
- interaction with regulatory agencies
- trademarks
- technical and management innovations
BA as a resource for research on:

- Corporate histories
  - ex) History of Kikkoman by Mark Fruin

- Studies in organizational management
  - Business activities
  - Investor relations
  - Policy development and evaluation
  - Public relations and advertising
  - Recruitment
  - Orientation and training
  - Employee communications

- Case studies on business management
BA as a resource for research on: (cont.)

- Business environment
  - Government and other regulations
  - Market conditions

- History of local communities
  - Impact of employees, customers

- Social influences
  - Change in lifestyle seen through products/services/advertisements
Value of BA to companies and researchers

Companies

- Corporate archives
- Decision making
- New products
- Education
- Company history
- Branding
- Legal matter
- Accountability
- Marketing
- Advertisement
- Risk management
- Internal access

Researchers

- External access
- Social influence
- Community setting
- Business environment
- Corporate history
- Organizational management
- Internal access
Where are they?

- In-house, within the parent organization
  - corporate archives
    - (institutional archives)

- Public repositories
  - museums
  - libraries
  - universities
  - research institutions
  - local archives
    - (collecting archives)
An issue confronting corporate archives: internal vs external access

“Let the Right One In? – Challenging Perceptions of Access to Business Archives”

- 2014 Conference of Business Archives Council

The conference will benefit all professionals who facilitate both internal and external access to their archives and also benefit those who seek to gain access to archives. Specifically the conference will explore:

• The balance between commercial needs of a business and external access
• How effectively social media can be used
• How cataloguing enhances access
• How access can be made to digital records
Information on in-house archives: directories
Information on in-house archives: directories (cont.)

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  - Conservation for Identity
  - (株)資生堂
  - (財)淡海学記念財団

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三菱史料館では、三菱の歴史に関する史料を収集・保管・公開するとともに、三菱および日本の産業発展史の調査・研究を行っております。

1. 三菱関係史料の収集・保管
明治3年の三菱創業から昭和20年代の三菱本社解体、新しい三菱グループの発足にいたるまでの経営史料・業務文書等を中心に、三菱関連の史料を幅広く収集・保管しています。所蔵史料は一件ずつ登録番号を付し、表題・作成年月日・作成者・宛先・キーワード等を史料検索システムに登録しています。所蔵史料数は平成26年3月現在約6万1千点、更に収集に努めています。
Major institutional archives (2)

Mitsui Bunko
三井文庫

http://www.mitsui-bunko.or.jp/

GUIDE to MITSUI BUNKO
- Business Archives and Museum of Art -

History of Archives

Mitsui Bunko, literally Mitsui Archives, originally established in 1918, and rebuilt as Zaidanhojin (nonprofit institute) in 1965 after two decades’ being entrusted by government, is the largest business archives in Japan, known by the huge collections of historical business records.

The house of Mitsui, joint family dry goods and Ryogae (banking) business, enjoyed tremendous confidence and respect in the Edo period, Tokugawa Japan (1600-1868). The founder of Mitsui dynasty, Takatoshi, opened a dry goods store at main street of Edo (Tokyo) in 1673, where now its successor, grand Mitsukoshi stands, as the largest department store in Japan. Banking business combined with goods stores embarked in 1683. He became known for

English Guide
Major institutional archives (3)

Sumitomo Historical Archives
住友史料館

http://www.shiryokan.jp/#
Major institutional archives (4)

Takashimaya Archives

高島屋史料館

http://www.takashimaya.co.jp/archives/library/about.html
Alternative approaches to institutional archives—industrial museums

Toyota Automobile Museum

http://www.toyota.co.jp/Museum/about/
http://www.toyota.co.jp/Museum/english/about/

We at the Toyota Automobile Museum are committed to exploring the history of the automobile, sharing our insights with you and employing our world-class collection of cars to enrich the future prospects of people and the automobile.

The museum opened on April 16, 1989 as one of Toyota Motor Corporation's 50th anniversary projects. Our regular exhibits include about 140 vehicles of historical importance from around the world.

In the main building, our wide-ranging collection of vehicles on display guides you through the progress of automotive technologies and cultures since the birth of the automobile. People say that the world fell in love with the automobile in the 20th century. This intimate relationship between people and cars had a lasting impact not only on everyday life but also on the structure of society. While this remains true in the 21st century, new innovations are in constant demand in response to new challenges, including energy constraints and the problem of global warming.

The Annex that opened in 1999 presents the history of Japan’s motorization from the perspectives of daily life and culture, by displaying each vehicle with the everyday paraphernalia associated with each.
Alternative approaches to institutional archives—industrial museums (2)

Toyota Commemorative Museum of Industry and Technology
産業技術記念館
http://www.tcmit.org/
http://www.tcmit.org/english/

Textile Machinery Pavilion
繊維機械館

Automobile Pavilion
自動車館

Industrial Heritage a Bridge to the Next Generation
As many as 4000 exhibition pieces - dynamic displays of original equipment, actual demonstrations by operators, instructive videos, and more. Our exhibitions provide an easy-to-understand introduction to the concept of “making things.” Experience “making things” first hand and discover the wonders of “spirit of being studious and creative.”

TripAdvisor Traveler Rating:
Alternative approaches to institutional archives—industrial museums (3)

Shiseido Corporate Museum
資生堂企業資料館
http://www.shiseidogroup.jp/corporate-museum/?rt_bt=20140723_menu-culture-special_004
### Alternative approaches to institutional archives—industrial museums (4)

**Kao Museum**

花王ミュージアム

http://www.kao.com/jp/corp_info/factories_18.html

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**花王ミュージアムのご紹介**

すみだ事業場（東京都・墨田区）に「花王ミュージアム」を開設し、一般公開しております。創業以来、清浄文化や清浄生活の向上に深く関わってきた花王が、これまで収集した数々の資料を展示・公開し、清浄文化の歴史について広く社会内外に紹介しています。なお、現在へと伝承された花王の創業者のメッセージや今日までの事業活動の歴史、そして、“さかなものづくり”から生まれた最新の製品などもご紹介しています。ぜひ一度ご来館ください。

### 展示内容

花王ミュージアムのエントランス

館内は、3つの展示ゾーンで構成されています。

1. **清浄文化史ゾーン**

古代から現在に至る人々の暮らしを“清浄”という視点でとり、各時代の入浴・洗たく、掃除、化粧などの清浄生活をご紹介しています。ジオラマやタッチパネルを配置し、楽しくながら発見できます。
Alternative approaches to institutional archives—industrial museums (5)

TOTO Historical Museum
TOTO歴史資料館
http://www.toto.co.jp/social/museum/index.htm

TOTO is a company established in 1917 (Taisho 6). At that time, sanitation was not well developed and people did not have access to clean water. As a result, hygiene was poor and diseases were rampant. TOTO aimed to improve the quality of life by providing reliable and hygienic water and sanitation systems. The company's mission was to bring cleanliness and safety to people's homes. Over the years, TOTO has continued to innovate and improve its products, contributing to the development of the modern sanitation industry.

The TOTO Historical Museum is located in Japan and is dedicated to the history of the company and its contributions to the field of sanitation. The museum features exhibits and displays that tell the story of TOTO's development and its impact on society. It is an excellent resource for anyone interested in the history of the sanitary engineering industry.
Alternative approaches to institutional archives—
websites

Key words: 沿革 / 歴史 / 歩み
Alternative approaches to institutional archives—*shashi*

Information on *shashi*
- Shibusawa Shashi Database
- Shashi Wiki
- Kawasaki Library OPAC

Full online *shashi*
- Toyota (Japanese and English).
  [http://www.toyota.co.jp/jpn/company/history/](http://www.toyota.co.jp/jpn/company/history/)
- Sashi no Mori (12 shashi available)
  [http://shashinomori.dualchives.jp/](http://shashinomori.dualchives.jp/)
Business archives in public institutions:

Useful websites for the UK

Business Archives Council of Scotland

Hosted by Archive Services

Home > Services A-Z > Archive Services > BACS > Information for researchers > Useful Websites

Archives in private hands

National Register of Archives for Scotland – The NRAS maintain an online register of records held in in private hands. The NRAS operate an enquiry service and can attempt to arrange access to these records on your behalf.

National Register of Archives – This is an online index for the UK of records held in both public and private hands. Where available, links to full catalogues have also been included.

National bodies

National Archives of Scotland – The NAS holds significant collections of business and estate records for Scotland and their searchable catalogue is available through their website. Notably national collections such as those of the shipbuilding, coal and steel industries are held by the NAS, although some records, such as those for the Clyde shipyards, are held on the NAS’s behalf by other repositories.

National Library of Scotland – The NLS holds significant business collections in its manuscript department. In particular, it holds a number of archives of publishing companies as well as families and individuals connected with them.

Scottish Screen Archive – The Scottish Screen Archives is a national repository for the moving image in Scotland and forms part of the National Library of Scotland. Its collections include amateur and professional film of business and industry. Their catalogue, including film clips, is available on their website.

University archives

Universities also hold large collections of business archives which are accessible to the public. Consequently, a good means of locating information on these is through the Archives Hub website.

Glasgow University Archive Services is the largest repository of business archives in Scotland. Their website is full of useful information regarding business records. Their online catalogue is also available.

Local authority archives

Scottish local authority archives hold a wealth of material related to businesses and industry in their local area. The diversity and nature of their collections reflect the richness of the local community’s industrial heritage and their historical strengths.

Collections include solicitors, estate and land agents, undertakers, architects, retailers and publicans records as well as industrial and manufacturing records. These provide a rich source of information on the local economy and of the working lives of the population.
Lists of BA in public institutions?
Business archives in public institutions (1)

The Library of Economics, University of Tokyo

http://www.lib.e.u-tokyo.ac.jp/english/?page_id=23
Business archives in public institutions (2)

Integrated Center for Corporate Archives, Research Institute for Economic & Business Administration (RIEB), Kobe University

Integrated Center for Corporate Archives
Research Institute for Economics & Business Administration - Kobe University

Outline
The Integrated Center for Corporate Archives has been launched on April 1st, 2010 as the result of the reorganization of the Policy Research Liaison Center. It aims to enrich archives of documents and qualitative and quantitative data of corporations both for public use, and for supporting scientific researches on economy and business administration. Information on major Japanese multinational companies is available on our Web site.

Documents Collection
The Center systematically collects books and documents on economic and managerial analysis. A well-catalogued list has contributed to research inside as well outside of the institute.

Genealogical Chart of Major Japanese Corporations
We have published Hompo Shuyokigyo Keifuzu-shu Vol.1-6, which genealogize Japanese company names and the facts of mergers concerning 1,100 firms listed on the 1st Section of the Tokyo Stock Exchange. In order to meet a strong public demand, Shuyo-kigyo no Keifuzu (Genealogical Chart of Major Japanese Corporations) was reprinted from Hompo Shuyo-kigyo Keifuzushu Vol.1-6 and published in 1986 by Yushodo Press Co., Ltd. The latest volume (Vol.7) was published in 1994, which includes firms listed on the 1st Section.

Corporate Information Database
We launched the "Corporate Information Database" in 2002 aiming at building an archive of corporate information. This database is organized in an umbrella-like structure with several sub-databases. Those sub-databases include the Data Analysis and have been highly evaluated by communities. The sub-databases include:

- Multinational Corporation Database
- Japanese Company Database
- Financial Corporation Database
- Other Corporations Database

http://www.rieb.kobe-u.ac.jp/center/index-e.html
Archival Museum in the Faculty of Economics at Shiga University
滋賀大学経済学部附属史料館

http://www.econ.shiga-u.ac.jp/main.cgi?c=10/1

Business archives in public institutions (3)
BA projects at the Shibusawa Foundation

Promotion of business archives through:

- Research on the conditions of business archives in Japan → BA Directory
- International exchange of information on business archives → ICA/SBL, Tokyo Conference
- Introduction of best practices → E-zine, website
Thank you!

A favorite memory from the EAJRS 2013 excursion