



EASTICA NEWSLETTER

November 2003 No.2

Special Essay



Blue-Ribbon Commission Established in the Cabinet Office of Japan to Improve and Consolidate Public Archival Systems

By Mr. Mitsuoki Kikuchi, President, National Archives of Japan

On April 11, 2003, the Blue-Ribbon Commission on Improvement and Consolidation of the Public Archival Systems was established in the Cabinet Office of the Japanese government. This Commission was formed under the able leadership of Chief Cabinet Secretary Yasuo Fukuda and is based on the recognition that government documents and records of importance as historical materials are public property and that preserving them in a systematic manner, making them available to the public, and bequeathing them to future generations are important tasks. The objective is to deliberate measures for improving, expanding and strengthening systems related to public archives in Japan, including the National Archives of Japan, an independent administrative institution, while taking into consideration advanced efforts and related activities in this field in other countries.

The Commission consists of seven accomplished members, including its chairman, Professor Masaya Takayama of Keio University. As the President of the National Archives of Japan, I attend the meetings of the Commission as an observer. In the first meeting that was held at the Prime Minister's Official Residence on May 12 with Chief Cabinet Secretary Fukuda in attendance, issues, measures and other subjects for developing the public archival systems in Japan, including the National Archives of Japan as well as local public archives, were considered and discussed. Subsequently, meetings of the Commission were convened once or twice a month. On July 28, an interim report was compiled on "issues faced by Japan's public archival systems," "matters considered in the past and those that need to be addressed immediately in the future" and other subjects, and was submitted to Chief Cabinet Secretary Fukuda as well. Proposals included in the interim report were incorporated into the budget request for fiscal 2004 and are under consideration in the ongoing budget compilation process.

In addition, in order to learn from advanced case examples in other countries, members of the Commission visited the Government Archives and Records Service of the Republic of Korea and the State Archives Administration of China, which are members of the East Asian Regional Branch of the International Council on Archives (EASTICA), as well as other organizations in mid September. From late September to early October, they visited the National Archives and Records Administration of the United States, the National Archives of Canada, as well as other organizations. I firmly believe that the results of research of examples from these countries will be effectively used in future discussions at the meetings of the Commission.

Japan

■ **Blue-Ribbon Commission Formed in Cabinet Office to Improve and Consolidate the Archival System in Japan**

In April 2003, the Blue-Ribbon Commission on Improvement and Consolidation of the Public Archival Systems was established in the Cabinet Office, and its first meeting was held on May 12, 2003. The objective of the Commission is to improve, expand and strengthen the archival system in Japan, including the functions of the National Archives of Japan. (For details, please see the article by Mr. Mitsuoki Kikuchi, President of the National Archives of Japan, on the front page of the Newsletter.) Handouts at the meetings, summaries of the minutes and other details are available on the Internet (<http://www8.cao.go.jp/chosei/koubun/> all text is in Japanese).

■ **Japanese archivists and scholars visited Korea to develop an international cooperation among archivists in China, Japan, and Korea**

Mr. Takao Tosihiko, the president of the Association of Archival Studies in Japan, Mr. Usuki Yukio, the Director General of the National Institute of Japanese Literature Archives, Pr. Ando Masahito of the NIJLA met Mr. Hak-Jun Kim, president of Dong-A Daily Newspaper and the president of the Research Institute of Korean Archives and Records (RIKAR), Pr. Ikhan Kim of Myungji University and Dr. Hangnyung Oh of the RIKAR on 31 October to discuss the promotion of archival exchanges among China, Japan, and Korea. The Japanese archives scholars donated their newly published books about archival science, titled *Science of Archives*, to the RIKAR.

■ **Municipal Mergers Pose Risks of Loss of Public Records**

The Japanese government revised the Laws on Special Cases of Municipal Mergers in July 1999 in an attempt to encourage mergers of municipalities. In its General Principles of Administrative Reform made public in December 2000, the Government set forth a policy of reducing the number of municipalities from the current 3,200 to around 1,000. According to the announcement by the Ministry of Public Management, Home Affairs, Posts and Telecommunications, 1,600 municipalities are currently considering mergers. In the past, Japan experienced the large-scale mergers of municipalities in the late 1880's and 1950's and these mergers resulted in the loss of many valuable historical records. Given these past circumstances, it is feared that historical public records may be lost or destroyed in an ongoing municipal merger process as well.

The Japan Society of Archives Institutions, a professional organization of Japanese archives and archivists, as well as the Council for the Study of Local History, the Japan Library Association and other organizations submitted a statement or a written request to the Ministry of Public Management, Home Affairs, Posts and Telecommunications, which has jurisdiction over municipal mergers. Those statements and requests petitioned the Ministry to encourage municipalities that would be merging to formulate an appropriate policy for preserving historical public records, under the guidance of the Ministry.

■ **National Archives of Japan to Reconstruct Existing Archival Catalog Database**

The National Archives of Japan started to consider the reconstruction of its existing archival catalog system in FY2003. Currently, the National Archives of Japan operates an online archival catalog that enables search of approximately 900,000 materials housed in the Archives. In addition to the current functions of the database, NAJ is considering the following improvements: developing the archival descriptions based on international standards; creating the hierarchical-search system; and linking with digital images.

■ Activities of the Japan Center for Asian Historical Records

The Japan Center for Asian Historical Records, the National Archives of Japan, is a digital archive that allows access to the government records from the period between the Meiji Era and the end of World War II free of charge via the Internet. The Center has converted original materials housed and made public by the National Archives of Japan, the Diplomatic Record Office of the Ministry of Foreign Affairs and the Library of the National Institute for Defense Studies into visual data and is offering approximately 4.5 million images for use to date. It is putting its energies into improving the quality of materials available for use as well as the convenience of users and is making various improvements on its services by, for example, introducing an English-language search system on a trial basis, creating explanatory pages in Chinese and Korean, and implementing a Japanese/English catalog-display switchover system while reflecting users' opinions on its services. Activities by the Center are highly regarded by the UNESCO and other organizations as a pioneering undertaking in this field.

Hong Kong

■ Postgraduate Certificate in Archival Studies, 2003

Reported by **Bernard HUI** Assistant Archivist, Public Records Office of Hong Kong

The University of Hong Kong and EASTICA jointly organized a Postgraduate Certificate in Archival Studies program in Hong Kong from 6-28 January 2003.

This program of study was the first of its kind organized in East Asia. It was a tailor-made program for serving archivists in the region; aiming at developing their leadership in planning, implementing and promoting the preservation, organization, and effective dissemination and use of society's documentary heritage.

The coverage of the course included the following 8 modules:

- Records in Office System: Management of Records throughout their life cycle
- Archives Preservation Management
- Nature of Archives, Public Programs, Legal issues and ethics
- Appraisal
- Arrangement and Description
- Archives Automation
- Electronic Records Management

In addition, professional exchange between local archivists and the participants were arranged through visits to local archives and related institutions.

EASTICA had the honor of having enlisted the generous support of experts like Dr. Trudy Peterson, Tony Newton, John McDonald, Professor Wendy Duff, Steve Stuckey and WAN Wai-kwok. All of them, except Mr. WAN who is a senior member of the Public Records Office of Hong Kong, had traveled a long way to Hong Kong to help out the course. EASTICA was very much grateful to each and everyone of them.

We had originally set the class size at 25 participants but had to accept 29 eventually to satisfy demand. Almost half of the participants (12) came from China, the rest were from Hong Kong (7), Republic of Korea (4), Malaysia (2), Macao (2) and Japan (1). As 22 out of the 29 participants were overseas, we had to make accommodation arrangement for them at the Wesley

Hotel in the Admiralty area which was within walking distance from the Hong Kong University Teaching Center.

Despite the intensity of the program, all the 29 participants were able to meet the requirement of the course i.e. attending at least 80% of classes plus passing the examination on each module and completing a written research report. They were all awarded the postgraduate certificate in August this year by the University of Hong Kong.

Apart from attending lectures and taking examinations, all the participants had the opportunities to see a little bit about Hong Kong. EASTICA had also hosted a couple of dinners for the participants and arranged a historical walk which took our Asian colleagues to the oldest part of Colonial Hong Kong.

It is hope that this program of study will continue and EASTICA is planning to organize the second one in the summer of 2004. Colleagues who are interested are asked to visit EASTICA's website at <http://ihome.ust.hk/~hongkong/eastica/> for further announcement and information nearer the time.

■ Archivists in the Hong Kong PRO Became Certified Archivists (Certified by the ACA)

Miss Sarah Choy, Mr. W.K. Wan, Mr. Y.T. Cheng and Mr. Jack Lau of the Hong KONG PRO have successfully passed the certification examination organized by the Academy of Certified Archivists. They are now registered as Certified Archivists. They took the certification examination last August and passed the examination. The CA exam is designed to test professional knowledge of various aspects of archives management and records access issues, and to certify the professional knowledge and skills.

■ Integrated Information Access System (IIAS) of the Public Records Office of Hong Kong

Jessica LAU (Senior Assistant Archivist, Public Records Office of Hong Kong)

Background

At present, the Public Records Office of Hong Kong (PRO) has more than 800,000 archival records and 34,000 library holdings. How to facilitate identification, retrieval and management of archival records and library holdings effectively and efficiently has always been a challenge for us.

PRO's archival automation initiative started with the installation of the Archives Information Management System (AIMS) and the library automation system (V-Lib) in 1997 and 1999 respectively. Users were required to use different workstations to locate the needed information as archival records and library holdings were maintained in two separate computer systems. Therefore, to the benefit of users, an integrated system for online and Internet access to both archival and library holdings was required.

Highlights of the Integrated Information Access System (IIAS)

The IIAS project started in early 2002. It was developed with aims to provide an integrated system interface to access archival and library holdings, allow local and remote access via Internet and Intranet, enable retrieval to multi-media objects and to support both Chinese and English. The project includes digitization of popular holdings, revamping of the PRO website and implementation of the Integrated Information Access System.

The IIAS is being implemented by 2 phases. Phase 1 was launched in November 2002. The full catalogues of archival and library holdings are available at the new PRO website at www.hkpro.gov.hk. Users can also access more than 15,000 digital images of different formats. Phase 2 will focus on automation of the workflow

and archives administration. It is our plan that the system will be fully operational by the end of 2003.

Navigation to different levels of descriptions

The IIAS supports the General International Standard Archival Description [ISAD(G)]. The different levels of descriptions are linked within the arrangement structure. It allows users to navigate different levels of descriptions, from series to items, or vice versa. It also enables users tracing the relationship between the active entry and the series it belongs to.

Online catalogues

The IIAS also enables integrated search and provides varieties of choices. To meet the needs of different users, 8 online catalogues are available at the PRO website. These include Archival Records and Library Collection, Archival Records, Library Collection, Film, Maps and Plans, Photographs, Posters and the Carl Smith Collection. Users can also access full catalogues of archival records and library collection as well as retrieving more than 15,000 digital images of the records in different formats.

Resource Gallery

To inform users of the varieties of the PRO holdings, more than 250 digital historical records are grouped into 10 themes in the Resource Gallery, a section of the PRO website. It showcases some of the items from the PRO. Each document is reproduced in high quality format, along with descriptions. This is one of the most popular sections. Over the past few years, our clientele has changed. Educators and students are becoming our major users. To make the records more appealing to students and to provide educational resources to teachers, the themes chosen are related to the school curriculum.

Archives for Still and Moving Images

The section of "Still and Moving Images" is the most popular with the general public. This module is to provide integrated management of the various visual images of the PRO, such as photographs, maps, posters, video tapes, etc. The "Archives for Still and Moving Images" consists of 4 online catalogues, namely Online Catalogues for Photos, Films, Posters and Maps and Plans. These catalogues are also included in the Online Catalogue of the Library Collection. At present, over 8,000 photographs, 500 posters, 400 film clips, 1,000 maps were digitized. Users can access most of these digital images via our online catalogues.

Future Development

Website is an important area for development. It serves as a marketing medium to reach more users in a cost effective manner. To reach the widest possible audience and to provide online access to our holdings, we will continue to digitize the most popular records to provide online access to the users. In future, we intend to develop features such as E-Collection, Online Exhibition and Digital Classroom.

E-Collection, Online Exhibitions, & Digital Classroom

A selection of frequently used government publication would be digitized and compiled to E-Collection for online access. The online exhibitions are enhanced interactive multimedia versions of PRO's previous exhibitions. An online teaching resources, structured to tie in with the school curriculum. We appreciate any comments and suggestions from colleagues that will help make the system more effective and user-friendly. Please send us your feedback by e-mail to proinfo@cs0.gcn.gov.hk

■ **ISO Certification for microfilming operation in the Public Records Office of Hong Kong**

Reported by **Alan LEE** Senior Assistant Archivist, Public Records Office of Hong Kong

The Government Microfilming Service Centre (GMSC) of the Hong Kong SAR Government was established in April 1997 and operated under the Public Records Office until recently. Its aims are to provide centralized microfilming services for government bureaux and departments that are quality assured, customer focused and cost effective.

GMSC is the first government microfilming set-up in Hong Kong that adopts ISO & ANSI/AIIM standards in in-house microfilming production to ensure the usability, durability and court admissibility of microfilm records.

Although GMSC always claimed that its production fulfilled international standards, there was no recognition and little appreciation of its work meeting international quality standards by an international accredited certification body. As a result, in late 2001, management of the Public Records Office agreed that GMSC should develop and implement a quality management system according to the requirements of the ISO quality management system (ISO 9001:2000) to improve and promote its image and services. After a period of 6-month preparation including policy and manual drafting, training, reviews and trial implementation, a new quality management system was in place and audited to be in full compliance with the ISO requirements. GMSC was awarded the ISO 9001:2000 Certification in June 2002.

Unlike most of the other organizations taking up this certification initiative, we did not have the budget to employ an external consultant to design and guide the process. Staff of GMSC had to do everything from the stretch. I was responsible for developing and implementing the new system under the direction of the Archivist. We encountered numerous difficulties but the most difficult part, I have to say, was drafting the quality policy and procedures manual, and changing the mindset of our operational staff to accept new management concepts and practices. As all the staff of GMSC had already got used to the microfilming procedures established since 1997, there was, at the beginning, lukewarm reaction if not reluctance to the new policy and practices, which certainly required them to work harder than before.

We applied statistical process control (SPC) in manufacturing processes, which could be broken down into their component parts and a mathematical formula produced for the most efficient production runs and machine tolerances. This idea has been translated into the realm of human and organisational change. Programmes such as quality management and business process reengineering (BPR) are systematic and step-by-step approaches to change, largely based on SPC-type programming. We have abolished the original microfilming procedures and have imbued the quality concept in every employee in order to improve in customer satisfaction, quality, delivery and operating expenses.

To reduce resistance and encourage participation in the new endeavour, all staff members of GMSC were sent to attend an introduction seminar on "Understanding the ISO Requirements" offered by the Hong Kong Quality Assurance Agency, an international recognised accredited certification body. To enhance quality awareness, we organized a number of in-house orientation sessions to explain to staff the need for change and the new mission and goal of GMSC. The orientation sessions were focused on some specific changes, including improving service, quality management concept and techniques. The idea is to build up a common vision or purpose so that they will act in the interests of the organisation. The aim of this is to allow often competing interests to learn about others in the system of which they are a part. This approach is based on a simple equation:

**Dissatisfaction with the present x future vision x first steps
change**

lowered resistance to

The assumption is that there must be initially a level of dissatisfaction to act as the stimulus for change; there needs to be a clear articulation of the future (that is, what would 'better' look like?); there must be clear first steps to achieve change. Multiplied together, these will overcome resistance to change.

We also adopted a small-group, face-to-face coaching approach to expedite familiarization with different elements of the new system. Staff were encouraged to discuss the new workflow and procedures, and raise questions and comments whenever they wanted to. They were promised prompt attention and feedback. As a result, we managed to identify and rectify misunderstandings and problems before they could affect operation. Further, to make our staff feel comfortable and well prepared for the final certification audit by the external auditors, we had conducted several rehearsals and videotaped all the sessions. We then asked the staff involved to watch the videotape together to evaluate performance and identify areas of improvement. After a two full days' external audit, the system of GMSC was found to meet all the ISO requirements and was awarded the ISO 9001:2000 Certification.

We were certainly thrilled to be the first microfilm production centre in Hong Kong and in Asia to get the award. Now GMSC has an ISO 9001:2000 certification for its microfilming services. Apart from the joy of accomplishing a difficult mission, the best benefit we got from this certification exercise is the cultivation of a strong teamwork spirit and professionalism among staff. Everyone participating in the exercise has developed a stronger identity with the organization and is more ready to help each other in the day-to-day operation. Staff relation has certainly improved. Moreover, as our staff have learned to take pride in their work through recognition and appreciation of quality and standard, they have become more confident about their knowledge and expertise, and are now more receptive to new ideas and challenges. The certification is definitely a worthwhile attempt and it offers a lot more than what we have expected.

MONGOLIA

■ International Exchanges with Germany

General Director of the National archives of Mongolia Mr. Demberel Ulziibaatar visited to the Bundesarchives of Germany in Koblenz 2003, to conclude an agreement of cooperation. By this agreement two parties will exchange their employees and Mongolian archivists will upgrade their skills on archives in Germany.

■ International Conference Held in Mongolia

In collaboration with the university of Tokyo, National archives of Mongolia organized International Conference called "Current situation and objectives of archival materials related to the history of Mongolia" held from September 10-12, 2003 in Mongolia. The conference was held 2 days and attended 22 participants from 6 countries of the World. The conference was organized to raise the professionalism and share experience on research work. We are preparing a book by the speech of those scientists. Certainly this conference has large significance for a future development of a research work on Mongolian history.

■ Intergovernmental Commission between Russia and Mongolia

Extraordinary XI meeting of the intergovernmental commission between the Russian federation and Mongolia in the field of Archives, held from September 16-19, 2003 in Mongolia. This Intergovernmental

commission of two countries was established in 1991. This year's meeting has dedicated to extend mutual agreement of cooperation in archival field and to plan a work to implement till the next meeting. Also presented I volume of new historical book "In the documents of the Communist Party of all Federation about Mongolia" that has created by the members of the commission.

■ Mongolian Archivists Trained in the Government Archives of Korea

Two women Mongolian archivists attended in the training in Korean government archives from September 22 to October 20, 2003. They received grant from ICA FIDA (US\$3,000) and GARS of Korea. In the intensive training program, the Mongolian archivists learned about the automation and digitalization and practice of archival management procedure in Korea. Dr. Sangmin Lee, Treasurer of EASTICA, applied for the FIDA grant to ICA on behalf of the National Archives of Mongolia and successfully obtained the FAIDA. The FIDA grant was directly sent to the National Archives of Mongolia from ICA Treasurer. If any member of EASTICA is interested in obtaining the FIDA grant for 2004, please contact Mr. Simon Chu or dr. Sangmin Lee. Their address and emals are shown in the first page of this newsletter.

KOREA

■ Mr. Han-wook Kim Was Appointed as the Director General of the GARS in April 2003

Mr. Han-Wook Kim became the director general of Government Archives & Records Service in April. He also succeeded the chairmanship of EASTICA. Mr. Kim has actively involved in collecting the historical materials when he served as the administrative director of the Presidential Commission on the Investigation of Jeju 4.3. Incident. Mr. Kim also recognized the importance of preservation of historical materials and endeavored to increase the budget for building the new archives building in Seoul since he was appointed to the position. Due to his efforts, the GARS finally obtained additional 100 billion won (80 million US dollar) for building the repository. Mr. Kim has worked as a career civil administrator in the Ministry of Government Archives and Home Affairs for almost thirty years.

■ Director General of GARS Will Visit the NARA of the US and National Archives of Canada to observe the their archives buildings

In December, a Korean delegation including Assistant Minister, Mr. Yangsik Choi, Director General of GARS, Mr. Han-Wook Kim and his professional staff will visit the Archives II building of the National Archives and Records Administration of the United States and the Gatineau Preservation Center of the National Archives of Canada. The purpose of the visit is to examine the archives buildings and facilities so that we may build a fine archives building as well as state-of-art preservation facilities that would preserve our national records heritage. GARS is now building a new archives repository near south of Seoul. Along with this visit of high officials, the GARS also will send the archivists and administrators in charge of the building project to major European archives building including England, Scotland, and Norway in November, 2003.

■ **Overseas Archives Collection Projects of the GARS : Korean Archivists Visited the NARA and National Archives of Japan**

Korea's collection project of the overseas archives continues. As they did last year, Korean archivists visited the National Archives of Japan, the United Nations Archives, and the National Archives and Records Administration of the United States to collect the records relating to Korean history in the respective archives. Two archivists will also visit the Russian State Historical Archive of the Far East to collect Russian archives relating to modern Korean history.

■ **Standard of Agency Records Center Records Management System announced**

The GARS developed and announced the standards of records center records management system (Agency Records Center RMS) in August. The agency records center RM system also has functions of ERM. All RK and RM data input in Korean government agency-wide ERKS can be transferred to this Agency RMS and to the integrated archives management system of the GARS. The Korean government already issued the standards on Agency ERKS in early Spring, 2003. It has standards on functional requirements for creation, control and use of current records and technical elements. Those standards are fully in accordance with the current law on the records and archives management of public agencies in Korea, i.e., *the Public Records Management Act*.

■ **Japanese Government Delegation on Archives Project Visited GARS**

On 16 September, Pr. Kotani Kouzou of Heisei International University, Pr. Kato Yoko of the University of Tokyo, Mr. Yasushi Umehara of the National Archives of Japan, Mr. Seno Kyomi of JACAR officially visited the GARS to examine the records and archives management legislations and practices in Korea. They were engaged in a government sponsored research about the records management to collect the data and information for the purpose of records management innovation in Japan. Mr. Han-Wook Kim, Director General of GARS had an hospitable interview with them and provided the information they wanted.

EASTICA Activities

■ **EASTICA Conferences**

• **The 6th General Conference of EASTICA will be held in Hangzhou, China from 8 to 13 November 2003**

The theme of the Seminar is "Business Development and Archives Management." Business archivists and records managers have to understand and deal with both the scope and rapidly changing formats in which that information is created and delivered, and to harness its potential value for improving business management and development. The seminar is designed to provide a forum for business archivists/records managers from the East Asian region and the world to discuss challenges and solutions to issues they are facing, and to examine the elements of a dynamic and successful business records and archives system.

For this seminar, EASTICA invited distinguished archivists in the field. They include Mr. Josef Zwicker who will speak about *Bank Archives in Switzerland: Recent Development*, Mr. John McDonald who will speak about *Outsourcing Initiatives in Governments and their Impact on Records and Archives*

Management Issues, Mr. Mao Yaoguang who will speak about *the Collection and Accumulation of China Yangtze Three Gorges Project Archives*, Mr. James E. Fogerty who will speak about *Development of American Business Archives and Business Records Management* and Mr. Yu Jiechun who will speak about *Theory & Practice: The Integrated Management of Records and Archives in China Guangdong Nuclear Power Group*. Country reports from the A category members will provide an opportunity to understand the regional situation and to share our experience to solve the issues.

• EASTICA 2004 seminar will be held in Korea in October. City of Jeju is a candidate city where the EASTICA seminar will be held. The theme of the seminar will be determined at the executive board meeting at Hangzhou in November 2003.

• EASTICA 2003 Seminar was successfully held at Macau in December 1 to 6, 2003. The theme was *Archival Legal Matters and Challenges Confronting Archives in the Region*. EASTICA executive board meeting and ICA CLM (Committee on Legal Matters) meeting were held during the seminar. The CLM had a special session of activity report for EASTICA seminar participants. Those who want to review what we discussed at the seminar may find most of the proceedings in the East Asian Archives, No. 9.

• EASTICA Members in 2003

< A Category >

- State Archives Administration of China
- National Archives of Japan
- Government Archives & Records Service of Korea (R.O.K)
- Public Records Office of Hong Kong
- Macao Historical Archives
- National Archives of Mongolia
- State Archives Bureau of Korea (D.P.R.K)

< B Category >

- Chinese Archives Society
- Japan Society of Archives Institutions
- Business Archives Association of Japan
- National Institute of Korean History
- Research Institute of Korean Archives & Records
- Korean Association of Records Management
- Hong Kong Archivists Society

< C Category >

- Shanghai Municipal Archives
- Beijing Municipal Archives
- Sichuan Province Archives
- Jiangsu Province Archives
- Zhejiang Province Archives
- Yangzhou City Archives
- Shuzhou City Archives
- Archives of Yisheng Chemical Fibre Co.
- Yangtze Petro-Chemical Company Archives
- Guangtung Province Archives
- Records Management International Ltd.(Hong Kong)
- Utah Genealogical Society Hong Kong Office
- Utah Genealogical Society Tokyo Office
- Ulanbaatar Municipal Archives
- Okinawa Prefectural Archives
- Erdent Mining Corporation Archives

EASTICA Newsletter is published twice a year. It is distributed free of charge to all members of the EASTICA. **Copyright:** EASTICA, Secretariat, c/o Public Records Office Building, 13 Tsui Ping road, Kwun Tong, Hong Kong
Editor: Sangmin Lee, C.A., Chief Consultant Archivist, The Government Archives and Records Service, Republic of Korea Tel: 82-42-481-6275; Fax: 82-42-472-3903; Email: archivi9@mogaha.go.kr

Correspondence : on *EASTICA* general matters should be directed to :
Simon F.K. CHU, EASTICA Secretariat, c/o Public Records Office of Hong Kong, 3/F, Hong Kong Public Records Building, 13 Tsui Ping Road, Kwun Tong, Hong Kong SAR Government Tel: 852-2195-7728 Fax: 852-2804-6413 Email: simonchu@gsd.gov.hk