Records and Related Documents from the Allied Occupation of Japan in the Washington D. C. Area: The Program of the National Diet Library for Microfilming and Acquiring Valuable Research Materials

Masaaki Chiyo
RECORDS AND RELATED DOCUMENTS
FROM THE ALLIED OCCUPATION OF JAPAN IN THE WASHINGTON, D.C. AREA:
THE PROGRAM OF THE NATIONAL DIET LIBRARY
FOR MICROFILMING AND ACQUIRING VALUABLE RESEARCH MATERIALS

Masaaki Chiyo
National Diet Library

I. Introduction

World War II came to an end in August 1945, following four years of prolonged warfare and considerable loss of life and property. As a defeated nation, Japan then experienced six and a half years of military occupation directed by the General Headquarters of the Supreme Commander for the Allied Powers (GHQ/SCAP). During this period (1945-1952), nearly every Japanese institution underwent considerable change. With the passage of time, the Occupation gradually came to be thought of as history. During the 1970s as Japan’s postwar development (which was in part an outgrowth of Occupation period reforms) ran into various difficulties on account of radical changes in the international environment, a widespread desire developed for a review of Japan's postwar history and, in particular, for a reexamination of the reforms initiated under General Douglas MacArthur. Since access to materials from the years immediately following World War II was essential for this purpose, academics, government officials, and journalists repeatedly began asking the Japanese Government to make public the official documents which were in its possession. The Ministry of Foreign Affairs responded by authorizing the release of related materials on seven occasions since 1976. At the same time, the Government was strongly encouraged to delegate to some national organization the responsibility for collecting records pertaining to the Allied Occupation that were extant in the repositories of the former Allied Powers—especially those in the United States, the country which had played such a central role in the Occupation itself.

The National Diet Library (NDL), as the national library of Japan which is charged with collecting all materials relating to Japan, had long been interested in acquiring Occupation period records. Furthermore, staff members of the NDL felt a great need to respond to repeated public requests for access to these materials within Japan itself. After several years of intermittent negotiations with officials of the U.S. National Archives and Records Service (NARS), and following the completion of a feasibility study, the NDL sent staff members to Washington, D.C. in 1978 to launch an ambitious program for acquiring the Occupation period records housed at NARS and at other Washington area institutions. The current project is generally known as the "SCAP Project" because the major body of materials in which the NDL is presently interested is the records of the GHQ/SCAP. These form a part of Record Group (RG) 331, "Allied Operational and Occupation Headquarters, World War II." The overall project of the NDL, as I will explain later, however, is substantially broader than this in its scope.
II. The SCAP Project

1. GHQ/SCAP Materials

These materials constitute the original administrative records which chronicle the daily activities of GHQ/SCAP during the six and a half year period, August 1945–April 1952. At the end of the Occupation, these materials were simply packed up and shipped to the United States. When the Washington National Records Center (WNRC) in Suitland, Maryland (a suburb of Washington, D.C.) was opened in 1966, this huge collection was moved into its facilities and housed in its underground stack. The collection is presently in the custody of the Modern Military Field Branch, Military Archives Division of NARS.

Because they are administrative files, the GHQ/SCAP records include not only valuable documents such as directives to the Japanese Government, reports of the Japanese Government to the SCAP, memoranda within GHQ/SCAP, and minutes, etc., but also many records concerning personnel actions, routine housekeeping matters, travel authorizations, and press clippings, etc. There are typewritten, mimeographed and handwritten papers; most of these are in English.

This huge volume of the GHQ/SCAP records is stored in 10,283 Federal Record Center boxes (equivalent to 10,283 cubic feet). The total number of pages involved is estimated at thirty million pages.¹

2. Significance of the Collection

The NDL decided to acquire microform copies of the GHQ/SCAP records for several reasons:

(a) This group of documents is the only comprehensive administrative body of GHQ/SCAP records known to exist anywhere.

(b) These materials reflect almost every aspect of life in Japan from 1945 to 1952. Accordingly, they have considerable historical value in providing both an inside view of Japan under General Douglas MacArthur and his staff and an understanding of how such a situation influenced the decision-making process underlying SCAP Occupation policy.

(c) These materials have not yet received archival processing. There is concern that some of the materials of importance to Japanese users will be discarded if these records are reorganized in the near future according to American criteria for classifying public documents.

(d) Many Japanese researchers have made individual trips to the WNRC in order to examine the GHQ/SCAP materials. Frequently, however, their research has been unsatisfactory or inadequate because of the short duration of their stay in the Washington, D.C. area and because of the lack of detailed finding aids to all of these records². As a result, researchers have often ordered large quantities of photocopies of materials that had previously been ordered by other Japanese scholars. This was an obvious but unavoidable waste of valuable time and resources. Under these circumstances, there has been an increasing number of requests from within Japan—and even from the United States—that some Japanese national organization acquire a full set of the collection.

¹

²
NDL finally decided to collect copies of the GHQ/SCAP materials comprehensively, rather than selectively, on account of the nature of the GHQ/SCAP documents, the interest of Japanese researchers in a wide range of subjects pertaining to the Occupation, and the role played by the NDL as a national library. (This is in marked contrast with the case of the OMGUS (Office of Military Government for Germany, U.S.) microfilming project undertaken at the NARS by representatives of the Federal Republic of Germany). The final selection of the GHQ/SCAP materials is left to researchers themselves. The entire undertaking necessitates a significant appropriation of funds. If the NDL were to collect all of the GHQ/SCAP materials as they are presently arranged at the WNRC, however, Japanese researchers would be able to spend much more time engaged in actual research and would be able to consult these records conveniently without travelling abroad. Furthermore, the availability of these materials would heighten Japanese interest in the history of the Occupation. If the historical significance of the Occupation period—an era of unprecedented change in all aspects of Japanese politics, economics, social life and culture—could be made clear, this project would be of incalculable benefit for the Japanese people as a whole.

3. The Procedures for Processing the GHQ/SCAP Records

Although most of the GHQ/SCAP materials are declassified, each record must first be screened by a NARS staff member in order to insure that restricted items are removed. In actuality, very few materials have been eliminated to date as a consequence of this screening process. Most materials that are withheld are restricted in order to protect individual privacy.

After screening and within the limits imposed by the provision of a maximum of 1,000 Federal Record Center boxes each year, the NDL staff within the WNRC research room select the records that are appropriate for reproduction and describe their contents. Materials within each box normally fill twenty to thirty file folders. Each folder is usually composed only of closely related subject material. A pair of descriptive entry cards is made for each folder: one for NDL and one for NARS.

All microfilming of the materials which are selected and described on the cards is performed by NARS staff. Following their inspection for purposes of quality control, the reels of 16mm negative microfilm are shipped directly to the NDL in Tokyo. NDL in turn produces microfiche copies from the negatives and provides public access to the fiche within the Modern Political History Materials Room (Gendai Seijishi Shiryōshitsu). This reading and reference room was opened in 1979 to house NDL's special collections of contemporary historical documents and records and to provide improved public access to them.
To summarize:
(a) The Steps Involved in Undertaking This Microfilming Project:
1. Screening (NARS)
2. Preparing a descriptive entry card (NDL staff in Washington, D.C.)
3. Specifying the records to be filmed (NDL staff in Washington, D.C.)
4. Filming (NARS)
5. Inspecting the films (NDL staff in Washington, D.C.)
6. Sending the films to the NDL in Tokyo (NARS)
7. Sending the descriptive entry cards to the NDL in Tokyo (NDL staff in Washington, D.C.)
8. Making microfiche copies (NDL staff in Tokyo)
9. Filing the descriptive entry cards (NDL staff in Tokyo)
10. Providing public access (NDL staff in Tokyo)

(b) Preparing the Descriptive Entry Card [See Appendix 1]
1. Summary of the Rules for "Description of Contents"
   (A) General Rules
   (1) Descriptions will be made for all of the declassified GHQ/SCAP records regardless of whether they are to be microfilmed or not
   (2) An original and a carbon copy of the "Description of Contents" will be prepared for each folder.
   (3) The label on each record box will be typewritten and placed before the first "Description of Contents."
   (B) Procedures for filling out the "Description of Contents" form
   (1) Box number:
      i) Take the number used by NARS for the GHQ/SCAP Records (RG 331).
   (2) Folder title/number:
      i) Give each folder a number (since the original folders lack numbers) in accordance with its sequence in a box, and write this number in parentheses.
      ii) Copy, whenever possible, the heading that is already used for each folder title.
      iii) Put "No title" if the folder lacks an original heading.
   (3) Date:
      i) Include the year and the month for the issuing date.
   (4) Subject:
      i) Fill each box with a symbol or symbols selected from the "Classification of GHQ/SCAP Records" [See Appendix 2] and from the "Types of GHQ/SCAP Records" [See Appendix 3].
      ii) Put in more than one symbol if the contents vary, but try to limit the total number of symbols to a maximum of three.
   (5) Item description and comments:
      Comments are to be brief and are included whenever items (2) and (4) above do not provide sufficient information for describing the contents of the folder.
(6) Reproduction:
   1) Circle "no" if a folder contains documents which are already in the possession of the NDL, which have already been microfilmed, or which are duplicate copies.
   2) Otherwise, circle "Yes".

(7) Film no. and Sheet no.:
   This column will be filled out by the NDL in Tokyo after the negative microfilms have been converted into microfiche.

2. Classification and Type of GHQ/SCAP Records
   This classification number is used as the primary means of access to the materials. The classification table (Appendix 2) consists of 140 subjects. It was originally drawn up by the NDL. 9000 is added to the classification number for a particular subject that is covered in a document whenever it deals with local affairs. A letter (a-z) (Appendix 3) indicates the type of record.
   It should be evident that the descriptive entry cards which show the contents of each folder by classification number, by folder title, by date, and by type of record will serve researchers as a very useful reference tool. One must always keep in mind, however, the fact that these cards have not been prepared for individual documents but rather for individual folders, each of which may contain tens or even hundreds of individual documents. Researchers wishing to locate specific documents must first consult these descriptive entry cards, then search through a particular folder for the documents themselves.

(c) Selecting the Documents to be Filmed
   In general, as already indicated, NDL staff members in Washington are not selectively microfilming the GHQ/SCAP records. Accordingly, with the exception of documents which NDL already owns (e.g., official gazettes in English, House papers, etc.) or which are duplicates, the entire collection of the GHQ/SCAP records is being preserved in microform.

(d) Filing the Descriptive Entry Cards
   After a microfilm roll number and a microfiche fiche number are assigned to them, the descriptive entry cards are reproduced in as many copies as they bear classification number. The copies are then filed by classification number for each GHQ/SCAP section.

(e) Access to the Public
   The Modern Political History Materials Room (Gendai Seijishi ShiryoShitsu) at NDL makes all of the materials acquired from NARS available to researchers. NDL has set special regulations regarding the use of these materials which specify, for example, that users must take appropriate steps to safeguard the privacy of individuals whose names appear in the documents.

4. Conclusion
   During the past five and a half years, NDL has completed the processing and filming of nearly one-half of the boxes containing the GHQ/SCAP records. Even with present levels of funding and a sustained rate of progress, the microfilming of the remaining GHQ/SCAP records will take at least five more
years. Although the success of the entire project has depended on NDL's ability to secure the necessary budgetary appropriations, both the NDL and interested Japanese researchers have to be deeply grateful for the generous cooperation and understanding of NARS, which has purchased special equipment, hired employees, and allocated space for laboratory facilities that are dedicated exclusively to this microfilming project. NDL's filming and cataloging activities, of course, should be of long-term benefit to Americans. A complete duplicate set of both the microfilms and the descriptive entry cards housed at NARS should enhance the preservation of the original documents, and should serve as a useful reference tool for the NARS, its archivists, and interested American researchers. In this manner, a Japanese national project has been transformed into a joint project between Japan and United States. It is a historical irony that the GHQ/SCAP records which are permitting us to cooperate in this project result from the aftermath of a war between these two formerly hostile nations.

III. Related Acquisitions of Materials Pertaining to the Occupation

In addition to the GHQ/SCAP materials, the NDL has already acquired the following materials in microfilm form—chiefly from the main building of the NARS in downtown Washington, D.C.—for the public at large to use:

1. SWNCC Documents (Includes SFE Documents)

The State-War-Navy Coordinating Committee (SWNCC), which consisted of representatives of these three U.S. departments, was established in November 1944 as a central political and military policy coordinating body. Fundamental Occupation policies were formulated within this committee. The SWNCC documents, which are similar to the reports of the Subcommittee for the Far East (SFE) of SWNCC, touch all aspects of the Occupation including political, economic, social and cultural reforms. In addition, the Minutes from the meetings of both of the committees provide valuable insights into the development of American policy.

2. Department of State Documents

Because the Allied Occupation of Japan was essentially an American operation, the documents to the Department of State provide valuable insights into the diplomatic side of the Occupation. Although the majority of the most important diplomatic materials have appeared in the ongoing, multivolume series Foreign Relations of the United States (published by the U.S. Government Printing Office in Washington, D.C.), there are numerous additional documents in a central file which is arranged according to a decimal filing system. The NDL has already collected some 60,000 pages of these documents from the years 1945-1949 that are filed under 711.94 (Political Relations of the United States and Japan), 740.00119 (Control of Japan), and 894 (Internal Affairs in Japan). These records include correspondence between the Department of State and the Office of the Political Adviser (POLAD), internal memoranda and records, and correspondence with other concerned American agencies.
3. FEC Documents

The Far Eastern Commission (FEC), which consisted of eleven (later thirteen) Allied nations, was officially the highest organization for determining Occupation policy in Japan. FEC documents include formal policy papers, minutes of meetings, directives, and the records of the seven specialized committees such as Committee 2 (Economic and Financial Affairs) and Committee 3 (Legal Matters).

4. ACJ Documents

The records of the Allied Council for Japan (ACJ) consist of the minutes for its 164 meetings held between April 5, 1946 and April 23, 1952.

5. Other Materials

(1) Records of the Joint Chiefs of Staff (JCS)
(2) Documents of the National Security Council (NSC)
(3) Office of Strategic Services (O.S.S.)/State Department Intelligence and Research Reports
(4) State Department Documents of the Interdivisional Country and Area Committee, 1943-1946. RG59. T-1221. 6 rolls.
(6) Records of the Secretary of State's Staff Committee, 1944-1947. RG353. M-1054. 5 rolls.
(7) State Department Documents of the Post-War Programs Committee, 1944. RG59. T-1222. 4 rolls.
(8) German and Japanese Surrender Documents of World War II and the Korean Armistice Agreements. RG219. T-826. 1 roll.
(10) Court Papers, Journals, Exhibits, and Judgments of the International Military Tribunal for the Far East.
(12) Records of Harley A. Notter (partial set)
(13) G-2 Intelligence Series
(14) Doctoral Dissertations on the Allied Occupation of Japan. 80 titles.

IV. Future Acquisition Plan of the NDL in the Washington, D.C. Area

The NDL would also like to collect copies of the following documents which are in the custody of NARS:

(1) United States Civil Administration of the Ryukyu Islands (USCAR) documents
(2) Eighth Army documents
(3) POLAD (Office of the Political Adviser) documents
(4) Civil Affairs Division/War Department (CAD/WD) documents
In addition, there is some interest in acquiring copies of the papers of Dr. Justin Williams, Sr. and other Occupation period materials within the Gordon W. Prange Collection. Both of these collections are housed in the East Asia Collection of the University of Maryland at College Park (a suburb of Washington, D.C.).

V. In Conclusion

In recent years, as we have seen, the NDL has been energetically acquiring copies of Occupation period records primarily in the custody of NARS. Particular attention has been paid to the voluminous body of GHQ/SCAP records housed at Suitland, Maryland. As a result, many Japanese researchers who have not been able to visit the United States are now capable of utilizing essential primary research materials from the Occupation of Japan and are now actively publishing books and articles on this subject. The NDL could become a very important research center for the study of the Occupation period both through the compilation of bibliographies which will serve the needs of future researchers (including individuals from abroad) in as efficient a manner as possible.

By way of conclusion, let me take this opportunity to make two requests of you, the reader: First, the NDL would greatly appreciate receiving information about the location of pertinent materials in the United States since we are considering a long-term project for acquiring copies of related documents which exist not only in the Washington, D.C. area but also throughout the country. Second, the NDL is also considering the establishment of a collection of all of the books and articles relating to the Allied Occupation of Japan. American researchers on the Occupation period are asked to contribute to the NDL copies of their relevant publications. Please be assured that the materials which are kept in the custody of the NDL will be made available on an equitable basis to all Japanese users. Your cooperation will be very much appreciated.

Masaaki Chiyo
Modern Political History Materials Room
(Gendai Seijishi Shiryōshitsu)
Law and Politics Section
Reference and Bibliography Division
National Diet Library
1-10-1 Nagata-cho, Chiyoda-ku
Tokyo 100, Japan
Notes


2. Lists of contents for each box were made by a records screening team at the time when the GHQ/SCAP records were being prepared for shipment to the United States. These shipping lists, however, are not detailed because the contents of particular folders were rarely described. Today, it is even more difficult to use them because the numbers on the boxes are no longer identical with those on the lists themselves. Nevertheless, the shipping lists remain the only finding aids to the GHQ/SCAP records that are available for researchers at the WNRC. Accordingly, James Hastings' comment: "With records of such volume and in such raw condition, the principle finding aid for the patient researcher is often the experienced archivist" remains valid. (James J. Hastings, "A Survey of the Records in the National Archives of the United States Pertaining to the Occupation of Japan." Unpublished, p.7)

3. More than 98% of the files are now declassified.

4. More than 95% of the SCAP records can be released.

5. The cataloging of all of the individual documents would be a major undertaking for NDL alone. The National Institute for Educational Research in Japan (Kokuritsu Kyōiku Kenkyūjo) plans to reproduce all of the "Civil Information and Education Section" documents which the NDL has collected from NARS and to catalogue each individual document from the standpoint of its educational content. NDL hopes that other Japanese organizations in the future will be able to carry out similar cataloging projects for additional sections of the voluminous GHQ/SCAP records.

6. On an average, 80% of the records are selected for filming.
7. NARS has not retained a microfilm copy of the Government Section documents.

8. Among the SWNCC documents, the following are films produced by the U.S. National Archives and purchased by the NDL:

9. For information about the Justin Williams Papers, see in particular:

10. For information about the Gordon W. Prange Collection, see in particular:
Appendix 1: Cards (actual size)

(RG 331, National Archives and Records Service)

Allied Operational and Occupation
Headquarters, World War II

SUPREME COMMANDER FOR THE ALLIED POWERS

Economic & Scientific Section
Office of the Chief
General Subject File
1945-52

International Monetary Fund
to Personnel Problem

Box No. 5979

(Compiled by National Diet Library)

(Descrptive Entry Card)

GHQ/SCAP Records (RG 331, National Archives and Records Service)

Description of contents

(1) Box no. 5979

(2) Folder title/number: (30)
General MacArthur - Letters

(3) Date: July 1946 - Feb. 1951

(4) Subject:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Type of record</th>
</tr>
</thead>
<tbody>
<tr>
<td>021, 031.1, 510</td>
<td>m</td>
</tr>
</tbody>
</table>

(5) Item description and comment:
Includes Letters from General MacArthur to Prime Minister Yoshida, and Prime Minister Katayama

(6) Reproduction: Yes No

(7) Film no. Sheet no.

(Compiled by National Diet Library)
## Appendix 2
### Classification of GHQ/SCAP Records

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>Allied Occupation Policy</td>
</tr>
<tr>
<td>020</td>
<td>Occupation Policy in General</td>
</tr>
<tr>
<td>020.1</td>
<td>FEC (Far Eastern Commission)</td>
</tr>
<tr>
<td>020.2</td>
<td>SWNCC (State-War-Navy Coordinating Committee)</td>
</tr>
<tr>
<td>020.3</td>
<td>JCS (Joint Chiefs of Staff)</td>
</tr>
<tr>
<td>020.4</td>
<td>Department of State</td>
</tr>
<tr>
<td>021</td>
<td>Occupation of Policy of SCAR in General</td>
</tr>
<tr>
<td>030</td>
<td>SCAP and GHQ/SCAP</td>
</tr>
<tr>
<td>031</td>
<td>Organization of SCAP</td>
</tr>
<tr>
<td>031.1</td>
<td>Supreme Commander for the Allied Powers</td>
</tr>
<tr>
<td>031.2</td>
<td>Military Occupation (Allied Military Forces)</td>
</tr>
<tr>
<td>031.3</td>
<td>GHQ/SCAP</td>
</tr>
<tr>
<td>032</td>
<td>Administration of SCAP</td>
</tr>
<tr>
<td>032.1</td>
<td>Administration of SCAP</td>
</tr>
<tr>
<td>032.2</td>
<td>Administration of Military Forces</td>
</tr>
<tr>
<td>032.3</td>
<td>Accidents and Crimes</td>
</tr>
<tr>
<td>033</td>
<td>Personnel of SCAP</td>
</tr>
<tr>
<td>033.1</td>
<td>Military Forces</td>
</tr>
<tr>
<td>033.2</td>
<td>GHQ/SCAP</td>
</tr>
<tr>
<td>034</td>
<td>Finance of Occupation</td>
</tr>
<tr>
<td>035</td>
<td>Supplies, Services and Equipment</td>
</tr>
<tr>
<td>035.1</td>
<td>Housing</td>
</tr>
<tr>
<td>035.2</td>
<td>Transportation, Communication</td>
</tr>
<tr>
<td>035.3</td>
<td>Employment of Japanese</td>
</tr>
<tr>
<td>035.4</td>
<td>Miscellaneous Goods</td>
</tr>
<tr>
<td>036</td>
<td>Provost Courts</td>
</tr>
<tr>
<td>100</td>
<td>Foreign Affairs</td>
</tr>
<tr>
<td>110</td>
<td>Foreign Affairs in the Far East</td>
</tr>
<tr>
<td>111</td>
<td>Korea</td>
</tr>
<tr>
<td>112</td>
<td>China</td>
</tr>
<tr>
<td>113</td>
<td>The Ryukyu Islands</td>
</tr>
<tr>
<td>140</td>
<td>Foreigners in Japan</td>
</tr>
<tr>
<td>150</td>
<td>Entry and Departure</td>
</tr>
<tr>
<td>170</td>
<td>The Peace Treaty with the Allied Powers</td>
</tr>
<tr>
<td>200</td>
<td>Disarmament, War Criminals, Reparations</td>
</tr>
<tr>
<td>210</td>
<td>Disarmament</td>
</tr>
<tr>
<td>211</td>
<td>Demobilization</td>
</tr>
<tr>
<td>212</td>
<td>Property of Japanese Army and Navy</td>
</tr>
<tr>
<td>213</td>
<td>Repatriation</td>
</tr>
<tr>
<td>214</td>
<td>Prisoners of War</td>
</tr>
<tr>
<td>220</td>
<td>War Criminals</td>
</tr>
<tr>
<td>221</td>
<td>Materials Concerning Preparations for Military Tribunals</td>
</tr>
<tr>
<td>222</td>
<td>Records of Military Tribunals</td>
</tr>
<tr>
<td>223</td>
<td>International Military Tribunal for the Far East</td>
</tr>
<tr>
<td>230</td>
<td>Reparations</td>
</tr>
</tbody>
</table>
Politics

Political Situation in General
The Constitution
The Constitution of Japan
The Emperor
Legislative Branch
Executive Branch
Judicial Branch

Political Process
Elections
Political Parties
Political Movements

The Political "Purge"

Local Government

Public Order and Safety
Police

Crimes

Political Crimes
Criminal Crimes (Social Crimes)
Economic Crimes
Correction and Punishment

Major Incidents (e.g. The Shimoyama Incident)

Fire Protection
Natural Disaster
National Police Reserve

Economic Affairs
Economic Policy
Public Finance
Taxation
"Zaibatsu" Dissolution, Anti-Monopoly
Monetary Affairs
Foreign Trade
Prices
Property
Japanese Property
Foreign Property
Allocation, Rationing and Distribution

Natural Resources and Industry

Geography and Geographical Survey
Land Reclamation and Development

Natural Resources
Food
Agriculture
"The Land Reform"
Forestry
Fisheries

Mines
Energy
Rivers and Bays (Ports, Harbors)
620 Industry
   621 Manufacturing Industry
   622 Construction Industry
630 Commerce and Transportation
   631 Commerce
   632 Transportation
   633 Telecommunications
640 Rehabilitation and Reconstruction
700 Social Affairs
   710 Population
   720 Social Groups
      721 Family System
      722 Community Groups
   730 Women, Juveniles, Children
      731 Women
      732 Juveniles
      733 Children
   740 Labor Affairs
      741 Trade Unions
      742 Trade Union Movements
         742.1 Industrial Disputes
         742.2 "Red" Purge
   743 Employment
   744 Wages
   750 Health Affairs
      751 Public Hygiene
      752 Medical Service
   760 Social Welfare
   770 Housing
800 Cultural Affairs
   810 Education
      811 Elementary Education
      812 Higher Education
      813 Social Education
   820 Religion
   830 Mass Communications
      831 Press
      832 Broadcasting
      833 Book Publication
   834 Censorship
   840 Cultural Resources
   850 Science
   860 Art
   870 Sports, Recreation and Entertainment
   880 Libraries, Museums and Other Cultural Institutions
   990 Miscellaneous (990 should be used with folders that have three or more subjects)
Local Affairs (Divided into regions and prefectures)

9000 is added to the classification number for a particular subject covered in a document whenever it deals with local affairs. The name of the prefecture is added in parentheses after the number where necessary: e.g., The Election of the Local Assembly of Tottori Prefecture: 9331 (Tottori)

Appendix 3

Types of GHQ/SCAP Records

a  Memoranda, Directives, Instructions to the Japanese Government
b  Reference Letters to the Japanese Government
c  Reports of the Japanese Government to SCAP
d  Reports within SCAP
e  Memoranda within SCAP
f  Press Releases
g  Minutes (including Agendas and Extracts)
h  Diaries
i  Working Files
j  Account Books
k  Directories, Biographies
l  Manuals within SCAP
m  Letters (including Check-sheets)
  Telegrams (including Incoming Messages and Outgoing Messages)
p  Statistics
q  Histories
r  Charts, Graphs, Maps
s  Newspaper Clippings, Summaries
t  Printed Books, Pamphlets
u  Photographs
v  Statutes, Laws, Orders of Japan
z  Miscellaneous
Appendix 4

Organization of the GHQ/SCAP Records and Work Progress
(Statistics as of September 30, 1983)

<table>
<thead>
<tr>
<th>Section of GHQ/SCAP</th>
<th>No. of Boxes (X)</th>
<th>Year Filmed (JFY)*</th>
<th>No. of Reels (No. of Pages)</th>
<th>Possibility of Public Access at NDL</th>
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</thead>
<tbody>
<tr>
<td>Government</td>
<td>288 (2.8%)</td>
<td>1978</td>
<td>209 (580,000)</td>
<td>Possible</td>
</tr>
<tr>
<td>Civil Historical</td>
<td>406 (3.9%)</td>
<td>1979</td>
<td>218 (600,000)</td>
<td>&quot;</td>
</tr>
<tr>
<td>Civil Affairs</td>
<td>883 (8.6%)</td>
<td>1979-80</td>
<td>837 (2,190,000)</td>
<td>&quot;</td>
</tr>
<tr>
<td>Adjutant General’s</td>
<td>425 (4.1%)</td>
<td>1980-81</td>
<td>433 (1,150,000)</td>
<td>&quot;</td>
</tr>
<tr>
<td>Civil Information &amp; Education</td>
<td>917 (8.9%)</td>
<td>1981-82</td>
<td>958 (2,600,000)</td>
<td>&quot;</td>
</tr>
<tr>
<td>Natural Resources</td>
<td>531 (5.2%)</td>
<td>1982</td>
<td>427 (1,110,000)</td>
<td>Microfiche copies currently being made.</td>
</tr>
<tr>
<td>Economic &amp; Scientific</td>
<td>2,542 (24.7%)</td>
<td>1982-1984</td>
<td></td>
<td>Microfilming is underway at NARS.</td>
</tr>
<tr>
<td>Assistant Chief of Staff</td>
<td>233 (2.3%)</td>
<td>1984 (Projected)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civil Intelligence</td>
<td>192 (1.9%)</td>
<td>1984-1985</td>
<td>&quot;</td>
<td></td>
</tr>
<tr>
<td>Legal</td>
<td>1,262 (12.3%)</td>
<td>1985</td>
<td>&quot;</td>
<td></td>
</tr>
<tr>
<td>Judge Advocate</td>
<td>400 (3.9%)</td>
<td>Not yet determined</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civil Property Custodian</td>
<td>1,635 (15.9%)</td>
<td></td>
<td>&quot;</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td>569 (5.5%)</td>
<td></td>
<td>&quot;</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10,283 (100%)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Percentage of documents selected for filming by NDL: 81% (est.)
Documents provided: 13,275,000 (est.)
Documents filmed: 10,810,000 (est.)

Total boxes reviewed by NDL: 4,740 (46%)
Total number of microfilm reels shipped to Tokyo: 3,919

*Japanese fiscal year (April 1 - March 31)
Appendix 5

A Brief Chronology of the SCAP Project

1975 GHQ/SCAP records are largely declassified. Growing demands for the acquisition of these records are received from Japanese scholars, researchers and journalists.

1976 NDL unofficially discusses with representatives of NARS the possibility of microfilming these records.

1977 The Librarian of the NDL announces the microfilming plans of the NDL at committee meetings of Japan's National Diet.

1978 NDL receives funds for an initial segment of this project. NDL and NARS reach tentative accord on the processing and reproduction of the records from the Government Section of GHQ/SCAP. Staff members of the NDL are sent to NARS to work on this project.

1979 The Modern Political History Materials Room is opened to provide public access to the microfiche of the GHQ/SCAP records. An official agreement between NDL and NARS to microfilm the GHQ/SCAP records is signed.

The NDL Budget for the GHQ/SCAP Project
--Funds Expended in the United States*--

<table>
<thead>
<tr>
<th>JFY</th>
<th>GHQ/SCAP Microfilming Cost</th>
<th>Other Expenditure**</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1978</td>
<td>$17,400</td>
<td>$82,356</td>
<td>$99,756</td>
</tr>
<tr>
<td>1979</td>
<td>$74,250</td>
<td>$31,598</td>
<td>$105,848</td>
</tr>
<tr>
<td>1980</td>
<td>$120,000</td>
<td>$71,199</td>
<td>$191,199</td>
</tr>
<tr>
<td>1981</td>
<td>$156,000</td>
<td>$74,260</td>
<td>$230,260</td>
</tr>
<tr>
<td>1982</td>
<td>$156,000</td>
<td>$58,860</td>
<td>$214,860</td>
</tr>
<tr>
<td>1983</td>
<td>$168,000</td>
<td>$62,539 (Projected)</td>
<td>$230,539 (Projected)</td>
</tr>
<tr>
<td>Total</td>
<td>$691,650</td>
<td>$380,812</td>
<td>$1,072,462</td>
</tr>
</tbody>
</table>

*The above figures represent approximately 70% of the NDL budget for the entire project. Salary expenditures incurred within Japan and the costs related to converting the microfilm into microfiche in Tokyo are equivalent to about 30% of the overall budget. **For the acquisition of other materials, salaries of part-time employees, rental of office space, office supplies, etc.

Number of Readers in
The Modern Political History Materials Room (in total man-days)

<table>
<thead>
<tr>
<th>JFY</th>
<th>Students</th>
<th>Scholars</th>
<th>Foreigners</th>
<th>Others</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1979</td>
<td></td>
<td></td>
<td></td>
<td>266</td>
<td></td>
</tr>
<tr>
<td>1980</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>309</td>
</tr>
<tr>
<td>1981</td>
<td>137</td>
<td>53</td>
<td>11</td>
<td>159</td>
<td>360</td>
</tr>
<tr>
<td>1982</td>
<td>205</td>
<td>98</td>
<td>50</td>
<td>192</td>
<td>545</td>
</tr>
<tr>
<td>1983(Apr.-Sept.)</td>
<td>148</td>
<td>58</td>
<td>43</td>
<td>115</td>
<td>364</td>
</tr>
</tbody>
</table>